REVISION TWO

Joint Council for Qualifications CIC

Instructions for conducting examinations

1 September 2023 to 31 August 2024

For the attention of heads of centre, senior leaders within schools and colleges and examination officers.

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Produced on behalf of:

AQA City & Guilds cea Rewarding Learning OCR Oxford Cambridge and RSA Pearson wjec cbac

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Available in pdf format from:

https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/

Centres are encouraged to access the interactive version of this booklet using the Centre Admin Portal (CAP). CAP is accessible via any of the awarding bodies' secure extranet sites.

Contents

Key changes for 2023-24 1

Introduction 2

Importance of these *Instructions* 2

Qualifications covered by these *Instructions* 2

Using these *Instructions* 3

Head of centre responsibilities 3

JCQ Centre Inspection Service 3

Changes made this year 3

Resources for examination officers 4

Preparing for the examination

1 Keeping question papers and other examination materials secure 6

2 Checking and arranging question paper packets 7

3 The secure room and the secure storage facility 8

4 Arrangements for handling secure electronic materials 11

Centre authorisation 11

Secure account management 11

Accessing and printing secure files 11

Reporting to an awarding body 12

5 Removing question papers from secure storage 13

6 Starting times for examinations 16

7 Timetable clashes 17

8 Overnight supervision arrangements 19

9 Resources for examinations 21

10 Using calculators 22

11 Accommodation 23

Alternative sites for the conduct of examinations 23

The examination room 23

12 Invigilation arrangements 26

13 Invigilation arrangements for candidates with access arrangements 28

Language Modifier 28

Practical assistant 28

Computer reader/reader 28

Scribe/speech recognition technology 28

Communication Professional 29

General principles for invigilating candidates with access arrangements 29

14 Access arrangements 30

Bilingual translation dictionaries 30

Bilingual translation dictionary and 25% extra time 31

Colour naming by the invigilator for candidates who are colour blind 31

Prompter 31

Read aloud and/or an examination reading pen 32
Alternative rooming arrangements (formerly separate invigilation within the centre) 32
Braille transcript 32
Word processors (computers, laptops and tablets) 33
15 Contingency planning 35

At the beginning of the examination

16 Identifying candidates 37
17 The people present 38
18 Question papers, stationery, materials and other equipment 39
19 Starting the examination 41

During the examination

20 Supervising the candidates 44
21 Candidates who arrive late 45
22 Completing the attendance register 46
23 Leaving the examination room 47
24 Malpractice 48
25 Emergencies 49

At the end of the examination

26 Finishing the examination 51
27 Collecting scripts 52

After the examination

28 Packing scripts 54
29 Sending scripts 55
30 Unused stationery 56
31 Releasing question papers 57

Appendices

Appendix 1 Instructions for conducting on-screen tests 59
Appendix 2 Advice regarding examinations which last for less than an hour 64
Appendix 3 Suggested wording for the invigilator's announcement at the beginning of written examinations 66
Appendix 4 Warning to candidates† 67
Appendix 5 Information for candidates for written examinations† 68
Appendix 6 Information for candidates for on-screen tests† 71
Appendix 7 Unauthorised items poster† 74
Appendix 8 Notice to centres: The people present in the examination room 75

†These JCQ documents are only provided electronically to centres. They may be found on the JCQ website:

http://www.jcq.org.uk/exams-office

Key changes for 2023-24

Page number	Section	Paragraph	Summary of change
2			Update to qualifications covered by ICE.
4			Details added to list of resources available to exam officers.
8	3	3.1	Clarification that the exams officer must be one of the key holders.
9		Table 1	Where a centre is unsure of the structure of the building the JCQ Centre Inspection Service must be contacted.
		Table 1	Further details about the requirements of the secure room.
13	5	5.1	Guidance on how to conduct the second pair of eyes check.
		5.3	Details of the process required for scanning or photocopying question papers.
18	7		Requirements for managing timetable clashes involving AS and A-level Mathematics and Further Mathematics examinations.
22	10		Revised guidance on use of calculators.
26	12	12.3	Requirement for centres to provide thorough training on current regulations including changes.
28	13	13.2, 13.3, 13.4, 13.5	Invigilation requirements for groups of candidates in the same room.
32	14	14.18	Separate invigilation now termed alternative rooming arrangements.
35	15	15.3	Requirements for centre written exam contingency plan.
39	18	18.1	Guidance on how to conduct the second pair of eyes check.
		18.2	Candidates must not be in possession of AirPods or earphones/ earbuds.
49	25	25.4, 25.5	Requirements for reporting incidents to awarding bodies.

Introduction

Importance of these *Instructions*

These *Instructions* have been produced to enable all centres to administer examinations consistently and securely so that the integrity of the assessment process can be maintained. Failure to adhere to these *Instructions* could adversely affect candidates, either at a local level within the centre or potentially, in the event of a breach of question paper security, at a national or international level.

These *Instructions* are for examinations held between 1 September 2023 and 31 August 2024 and must be read in conjunction with the JCQ document *General Regulations for Approved Centres, 1 September 2023 to 31 August 2024*:

http://www.jcq.org.uk/exams-office/general-regulations

Centres must ensure that the JCQ *Information for candidates* documents (on-screen tests, social media and written examinations) are distributed to all candidates whether electronically or in hard copy format prior to examinations taking place. These documents may be found at:

https://www.jcq.org.uk/exams-office/information-for-candidates-documents

As part of the National Centre Number Register annual update, heads of centre and senior leaders are confirming their adherence to these *Instructions* and the *General Regulations for Approved Centres.*

Qualifications covered by these *Instructions*

These *Instructions* must be used in timetabled written and on-screen examinations of the following qualifications:

- AEA
- AQA Applied General qualifications
- AQA Level 1, Level 2 and Level 3 Technical qualifications
- AQA Level 2 Certificate in Further Maths
- AQA Level 3 Certificate in Mathematical Studies
- BTEC qualifications (BTEC Firsts, BTEC Technicals, BTEC Nationals, BTEC Tech Awards)
- Cambridge Nationals
- Cambridge Technicals
- CCEA Level 1, 2 and 3 non-general qualifications
- City & Guilds Level 2 and Level 3 Technical qualifications
- Edexcel Awards
- Edexcel International GCSE
- ELC
- FSMQ
- GCE
- GCSE
- OCR Level 3 Certificates
- T-Levels (Technical qualifications)
- WJEC Level 1 and Level 2 General qualifications
- WJEC Level 1 and Level 2 Vocational Awards
- WJEC Level 1 and Level 2 Vocational Awards (Technical Awards)
- WJEC Level 3 Applied Certificates, Diplomas and Extended Diplomas

They also apply to timed Art examinations as well as timetabled CCEA Science practical examinations and WJEC GCE A2 Science practical examinations.

An awarding body may apply these *Instructions* to other qualifications.

Using these *Instructions*

These *Instructions* must be followed by all centre staff involved in examination administration. This includes, but is not limited to:

- heads of centre;
- SLT members;
- exams officers;
- invigilators;
- Communication Professionals, Language Modifiers, practical assistants, prompters, readers and scribes.

An interactive version of this document is also available using the Centre Admin Portal (CAP). CAP is accessible via any of the awarding bodies' secure extranet sites.

When reading this document centres should note that any reference to 'JCQ' or 'Joint Council for Qualifications' within this document should be read as JCQ[CIC] or the Joint Council for Qualifications[CIC].

Head of centre responsibilities

The **head of centre** is the individual who is accountable to the awarding bodies for ensuring that the centre is always compliant with the published JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/assessments. **It is the responsibility of the head of centre to ensure that all staff comply with the instructions in this document.** Failure to do so may constitute malpractice as defined in the JCQ document *Suspected Malpractice: Policies and Procedures, 1 September 2023 to 31 August 2024*:

http://www.jcq.org.uk/exams-office/malpractice

For details about specific head of centre responsibilities, see sections 1, 8, 11, 12, 13, 16, 24, Appendix 1, section 6 and Appendix 8.

JCQ Centre Inspection Service

The JCQ Centre Inspection Service will visit centres throughout the year to check on compliance. Centres must be permanently staffed between 8.30am and 3.30pm during term time. A senior member of staff, or a member of the exams office, must be available until such time that all afternoon examinations have been completed and examination scripts have been despatched or placed in the centre's secure storage facility for despatch the next working day.

Centres must co-operate with any visit from an Inspector. A senior member of staff, or a member of the exams office, must be available to accompany the Inspector throughout the course of his or her centre visit, including inspection of the centre's secure storage facility. Authorised Inspectors will present and identify themselves to the centre by means of an identity card.

Changes made this year

The changes for the academic year 2023/24 have been highlighted in yellow and the principal changes have been listed on page 1.

This document was first published on 1 September 2023. It was amended on 15 September 2023 and 19 January 2024. These changes can be found on pages 8, 9, 14, 27, 51, 54 and 70. Where a subsequent amendment has been made, the text is highlighted in yellow and accompanied by a yellow box in the right-hand margin.

This section has been revised.

Resources for examination officers

The JCQ has produced the following resources to assist examination officers:

- Centre emergency evacuation procedure
- Exam Materials Receipt Log – at the point of delivery to the centre
- Exam Materials Receipt Log – Exams Officer
- Exam Room Incident Log
- Second Pair of Eyes Check form

Checklists

- After the exam checklist
- Checklist for invigilators (for written examinations)
- Exam Day Checklist
- Invigilator training checklist
- Pre-Series Checklist

Infographics

- Handling of secure electronic materials
- Key reminders for exam officers
- Removing question paper packets from secure storage
- Starting times for examinations and supervising candidates
- The journey of a question paper through the centre

Video

- Exam day guidance: How to ensure exams run smoothly

These resources may be found at:

https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations

Preparing for the examination

1 Keeping question papers and other examination materials secure

2 Checking and arranging question paper packets

3 The secure room and the secure storage facility

4 Arrangements for handling secure electronic materials

5 Removing question papers from secure storage

6 Starting times for examinations

7 Timetable clashes

8 Overnight supervision arrangements

9 Resources for examinations

10 Using calculators

11 Accommodation

12 Invigilation arrangements

13 Invigilation arrangements for candidates with access arrangements

14 Access arrangements

15 Contingency planning

1 Keeping question papers and other examination materials secure

1.1 The following instructions apply to all confidential materials to ensure the integrity and security of the examinations. This includes question papers in any format.

1.2 **Awarding bodies must be informed immediately if the security of the question papers or confidential supporting instructions is put at risk.** This includes any natural disaster, fire, theft, loss, damage or other circumstance which places the existing accommodation or secure storage of examination materials at risk.

1.3 Centres must be able to demonstrate the receipt, secure movement and secure storage of question papers and confidential materials.

1.4 Centres must ensure that envelopes and boxes containing confidential materials are signed for. A log must be kept at the initial point of delivery of confidential materials. Each awarding body's deliveries and the number of boxes received must be logged.

The JCQ has produced Materials Receipt Logs for centres to use for this purpose. These can be found at:

https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/

1.5 The head of centre must ensure that appropriate arrangements are in place so that confidential examination materials are only handed over to authorised members of staff. Care must always be taken to ensure the security of materials.

1.6 On receipt, the question paper packets, still in their despatch packaging, must be moved immediately to the secure room for checking and transfer to the centre's secure storage facility (see sections 2 and 3). It is for the head of centre to set out the appropriate terms of authorisation for members of centre staff.

1.7 **Only persons authorised by the head of centre and the exams officer must be allowed access to the centre's secure storage facility.**

1.8 Examination materials must only be accessed in accordance with the awarding body's specific instructions.

1.9 Modified question papers may arrive separately from the main despatch of question papers.

2 Checking and arranging question paper packets

2.1 When question paper packets are removed from the despatch packaging they must be checked carefully and a log of the check kept. The question paper packets must be checked against the awarding body's despatch note and the centre timetable or entries.

Checking must take place as soon as possible on the day the question papers are received. If this is not possible, e.g. due to a late delivery or the unavailability of authorised members of staff, the material still in its despatch packaging must be transferred immediately into the secure storage facility until it can be checked.

The checking must take place no later than the next working day and must be undertaken in the secure room.

Following the checking, question paper packets should be arranged in timetable order to reduce the possibility of opening a packet at the wrong time and must then be immediately locked in the secure storage facility.

2.2 **The awarding body must be informed immediately if there are any problems**, e.g.

- **a)** it appears that the parcel or one of the packets has been opened during transit and therefore there may have been a breach of security;
- **b)** there are any differences between the material received and the despatch/delivery note;
- **c)** the material has been significantly damaged in transit or upon opening;
- **d)** the material appears not to meet the centre's requirements;
- **e)** the material has been received in error.

3 The secure room and the secure storage facility

3.1 **Question papers and pre-release materials issued by the awarding bodies must always be stored at the centre's registered address in a secure room with a secure storage facility**, e.g. safe, security cabinet. The secure room must only be used for the purpose of administering secure examination materials, with access restricted to two to six key holders only. (The exams officer must be one of the key holders. The keyholders must be permanent members of staff.) This is commonly referred to as 'a box within a box'. The requirements in section 3 must be met. For electronic assessment materials, please see section 4.

This section was amended on 19 January 2024. The keyholders must be permanent members of staff. This amendment has also been made on page 9.

3.2 The National Centre Number Register Team, **ncn@ocr.org.uk**, which is administered by OCR on behalf of the JCQ awarding bodies AQA, CCEA, OCR, Pearson and WJEC, must be informed no later than 6 weeks prior to a centre moving to a new address or relocating the secure storage facility. As a result of this notification a centre inspection will take place.

3.3 The centre's secure storage facility must have the capacity to hold up to three weeks of question papers and any other confidential material.

3.4 **The centre's secure storage facility must only contain current and 'live' confidential awarding body material. Past examination question papers, internal school tests and mock examinations must not be kept in the centre's secure storage facility.**

3.5 Mock examinations and internal school tests may be stored in the secure room but must always be kept separately from 'live' awarding body material and be clearly identified.

3.6 **Question papers must always be kept in their sealed packets.**

3.7 Examination stationery, e.g. answer booklets and formula booklets, must be stored in the secure room. Although it is good practice to store this material in the secure storage facility, it is not mandatory.

3.8 If the volume of question papers is too great for the secure storage in one room, additional rooms must be used within the centre. These additional rooms must also meet the requirements for secure storage.

Table 1: Secure room (the 'box')		
Requirement	**Note**	**Additional information**
A secure room solely assigned to exams in a fixed building, i.e. not a Portakabin or similar. Where a centre is unsure of the structure of the building they must contact the JCQ Centre Inspection Service: **Centres in England and Scotland** email: **jcqinspectionservice@aqa.org.uk** **Centres in Wales** email: **jcqinspectionservice@wjec.co.uk** **Centres in Northern Ireland** email: **centresupport@ccea.org.uk**	Preferably on an upper floor with no windows.	The room must only contain exam-related material. Access must be restricted and staff 'approved' by the head of centre must be accompanied by a keyholder at all times. There must be between two and six keyholders only. (The exams officer must be one of the key holders. The keyholders must be permanent members of staff.) Each keyholder must fully understand their responsibilities as a key holder to the secure storage facility. A large cupboard is acceptable provided someone can walk into it, close the door behind them and sort confidential exam material in private. A second box built around the secure storage unit is not appropriate. The room must not house any other items or equipment, e.g. a server, a boiler, electrical units or any archive material.
Walls, ceiling and floor of strong, solid construction.	Stud partition walls are only acceptable with metal reinforcement.	Unless a wall is solid brick it must be reinforced with metal on the inside. The type or thickness of the metal is not specified but it must be metal sheeting or strong, heavy-duty mesh. There is no requirement to cover it over afterwards; it can be as simple as just fixing the sheeting to the surface of the walls in the room. Please note MDF is not considered sufficiently robust. False ceilings are not permitted.
Solid door or reinforced door with: Strong secure/heavy duty hinges; and Security lock e.g. a minimum of 5-lever mortice lock or coded keypad lock or electronic security lock; and Two to six key holders only, one of whom must be the exams officer. The key holders must be permanent members of staff.	A hollow panel door would require extra metal reinforcement. Double doors are not acceptable.	The metal sheeting must be screwed on the inside of the panel door. Cylinder locks are not acceptable. There must be at least two keys rather than one key accessed by two or more members of staff. Centres must not keep a spare set of keys anywhere they can be accessed by members of staff who are not involved in exam administration. This includes in a cabinet or safe. Keys must either be kept on the key holder's person or in a coded key safe (securely attached to the wall) which is only accessible to the designated key holders.
The following must also be met (where applicable): If question papers are stored in a room with windows which are easily accessible, bars must be fitted or the room alarmed. If the room has a glass panel in or above the door, e.g. for health and safety reasons, the glass must be toughened safety glass.	Upper floor window(s) with a balcony or flat roof must be fitted with bars or the room alarmed. The room must not have a door which directly leads out to the exterior of the building.	

Table 2: Secure storage facility ('the box within the box')		
Requirement	**Note**	**Additional information**
The secure room(s) must contain one of the following which must only be accessible to the two to six key holders:		
Strong non-portable safe or;	Small safes must be fixed securely in place.	The small lockable boxes often found in hotel rooms are not suitable.
Non-portable security cabinet with multi-point locking system or;		A multi-point locking system means a cabinet with thick heavy-duty bolts in the door (not a slim internal bar).
Metal cabinet with full-length external locking bar. The metal cabinet must be bolted to the wall or floor	A full-length external locking bar will ensure that question papers are always stored in a secure environment.	A filing cabinet requires a full-length external locking bar that runs the entire length of the centre of the cabinet. A standard wardrobe style cabinet requires an external locking bar across the entire width of the cabinet. These cabinets can be purchased with a pre-fitted bar that runs the entire length covering the point where the doors meet.
or, where a centre has large numbers of question papers to store: Metal security screen*, e.g. roll down shutter, directly in front of open shelving.		The screen must be directly flush against the shelving, in effect creating a cabinet. It cannot be directly behind or in front of a door.

*Where a centre is planning to install security screens advice must be sought from the JCQ Centre Inspection Service prior to instalment. This will allow the centre to run through their plans with the JCQ Centre Inspection Service.

4 Arrangements for handling secure electronic materials

Centre authorisation

4.1 Electronic question paper materials must only be handled by members of staff authorised to do so by the head of centre.

4.2 The head of centre must ensure that authorised staff are familiar with the most recent instructions issued by the relevant awarding bodies.

4.3 At least two and no more than six members of centre staff should be authorised to handle secure electronic materials, one of whom must be the exams officer*. Other members of centre staff may assist with printing and collation provided they are under supervision.

*For AQA examinations, one member of centre staff can be authorised to handle secure electronic material.

Secure account management

4.4 Email accounts used for secure material access must belong to named individuals or be a group email account accessed solely by individuals authorised by the head of centre to handle secure materials. Where group email accounts are in place, regular checks must be conducted to ensure all authorised individuals in the group still require access.

4.5 Files must only be accessed by the named individual(s) to whom they have been sent. Emails or links to secure materials must never be forwarded or shared.

4.6 By accessing secure material, the individual is accepting personal responsibility for maintaining the security of the material.

4.7 Accounts used to access secure material must be audited regularly. Any unused or unneeded accounts must be closed promptly, for example when a member of staff has left the centre or changed roles.

4.8 Accounts must be reviewed by the head of centre ahead of each examination series to ensure that users have appropriate levels of access and all inactive accounts have been removed.

4.9 Secure password management is critical. Passwords used to access secure material must be strong and changed regularly. Passwords must never be written down or shared.

Accessing and printing secure files

4.10 The integrity and security of the electronic question paper must be maintained during the downloading, printing and collating process.

4.11 The file must be accessed and downloaded only for use by candidates who have been entered for the examination.

4.12 The file must be stored locally only for the purposes of printing and must then be deleted immediately. The file must then be deleted from the deleted items folder.

4.13 Any emails or links associated with the secure file must also be immediately deleted and then deleted from the deleted items folder.

4.14 Do not create any unnecessary hard copies of the file, and securely destroy any unneeded hard copies once printing has been completed.

4.15 Secure files must be accessed and printed within a secure environment. Only authorised members of staff must be present in the room, e.g. exams office staff and a Reprographics Assistant. A subject teacher must not be present in the room.

4.16 Once printed, question papers must be sealed within a non-transparent envelope marked clearly with the exam details on the outside of the envelope. The envelope must be stored securely ready for transfer to the examination room at the appropriate time, in line with the requirements in section 3.

Reporting to an awarding body

4.17 Report any deviation from these instructions to the awarding body using JCQ Form M2. The form may be found at:

http://www.jcq.org.uk/exams-office/malpractice

4.18 Report any concerns of a potential breach of security to the awarding body immediately.

5 Removing question papers from secure storage

5.1 In order to avoid potential breaches of security, care must be taken to ensure that the correct question paper packets are opened.

A member of centre staff, additional to the person removing the question paper packets from secure storage, e.g. an invigilator, must check the day, date, time, subject, unit/component and tier of entry, if appropriate, immediately before a question paper packet is opened. This second pair of eyes check must be recorded.

One way of conducting the second pair of eyes check is to adopt an 'eyes and ears' approach. One person reads the information from the question paper packet to the second person. This addresses the risk that people read what they expect to see. The second person is more likely to hear if there is an issue with the day, date, time or paper.

The JCQ has produced a template for centres to use. The Second pair of eyes check form can be found at:

https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/

If it is subsequently identified following the second pair of eyes check that the wrong question paper packet has been opened, it must be resealed. The incident must be reported to the relevant awarding body's Malpractice Investigation Team immediately.

5.2 Unless there is a need to split question paper packets for different examination rooms (see paragraph 5.3) or facilitate access arrangements (see paragraphs 5.4 to 5.7 and paragraph 14.10), they must be opened in the designated examination room(s).

Question paper packets should be taken to the designated examination room(s) as close to the start of the examination as possible. They must not be removed from the centre's secure storage facility and taken to the designated examination room(s) any earlier than 60 minutes prior to the awarding body's published starting time for the examination.

The question papers must not be left unattended. Care must always be taken to ensure the security of the question papers.

5.3 Centres may open the packet(s) of question papers to make them up into more appropriately sized sets for different rooms on one or more sites provided the following conditions are met:

a) as few packets as possible should be opened and this must be within 90 minutes of the awarding body's published starting time for the examination. Centres following this approach should note that prior awarding body approval is not required;

b) **the question paper packet must be opened in the secure room and not in the examination room**. The question paper packet must be re-sealed and placed back into the centre's secure storage facility. Unless the question paper packets being removed from the centre's secure storage facility are required for an alternative site (see paragraph 11.3), they must not be taken to the different examination rooms any earlier than 60 minutes prior to the awarding body's published starting time for the examination;

Where a question paper needs to be scanned or photocopied, the exams officer, or a member of staff authorised by the head of centre or exams officer, must take the question paper in a sealed non-transparent envelope to the printer/scanner. The question paper and the copy must be returned to the secure room where they will be placed into the question paper packet, which must be re-sealed and placed back into the centre's secure storage facility.

c) the question papers extracted from the packet must be taken to the examination room(s)/site(s) in **a sealed non-transparent envelope**. An invigilator must always be present in the examination room(s). **Question papers must not be left unattended.**

5.4 Coloured/enlarged paper

AQA and Pearson centres

Where a candidate requires a question paper on coloured paper and/or enlarged from A4 to A3, it is strongly recommended that a PDF copy of the standard question paper is downloaded from AQA Centre Services or Pearson Edexcel Online (SDS) within 90 minutes of the awarding body's published starting time for the examination.

CCEA, OCR and WJEC centres

Where a candidate requires a question paper on coloured paper and/or enlarged from A4 to A3, it is strongly recommended that a non-interactive electronic (PDF) question paper is ordered via *Access arrangements online.*

The use of a PDF copy of the question paper will ensure better print quality and reduce the possibility of human error when collating and stapling.

Alternatively, the centre may open the question paper packet **in the secure room** within 90 minutes of the awarding body's published starting time for the examination. Prior permission is not required.

This section was amended on 15 September 2023. Where a candidate requires an OCR question paper on coloured paper and/or enlarged from A4 to A3, a non-interactive electronic (PDF) question paper should be ordered using *Access arrangements online.*

5.5 Computer reader

Where a candidate requires a computer reader (and approval for the arrangement has been granted by *Access arrangements online*), it is strongly recommended that a non-interactive electronic (PDF) question paper is ordered via *Access arrangements online* or accessed via the awarding body's secure extranet site. Printing directly from a PDF of the question paper will ensure better print quality and reduce the possibility of human error when collating and stapling. (Please check awarding bodies' websites for further guidance.)

Alternatively, the centre may open the question paper packet **in the secure room** within 90 minutes of the awarding body's published starting time for the examination. Prior permission is not required.

5.6 Where an awarding body has granted approval for a Language Modifier, he/she may have access to the question paper 60 minutes prior to the awarding body's published starting time for the examination to prepare.

5.7 Where the SENCo has granted the candidate a Communication Professional and/or a Live Speaker:

a) the Communication Professional may have access to the question paper 60 minutes prior to the awarding body's published starting time for the examination to prepare;

b) the Live Speaker may have access to the transcript of the Listening examination 60 minutes prior to the awarding body's published starting time for the examination to prepare.

A reader and/or a scribe is not allowed access to the question paper prior to the starting time for the examination to prepare.

5.8 Where confidential materials such as live assignments need to be opened in advance of the examination and held for use over an extended period, strict precautions must be taken to safeguard them after they have been opened or downloaded from an awarding body's secure extranet site:

a) they must only be issued at the time of the assessment and must be collected at the end of the assessment session;

b) they must not be removed from the centre and when not in use must be kept secure under the conditions described in section 3;

c) each copy must be checked prior to the examination to ensure that it is clean and free from pen or pencil annotations or amendments;

d) live assessment material must not be used as practice material for any qualifications.

5.9 Centres should consult the JCQ *Notice to Centres – Instructions for conducting GCSE & GCE Modern Foreign Languages & Irish Listening examinations: CD players, MP3 players, laptops, tablets and digitising listening material* which may be downloaded from the JCQ website:

http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations

6 Starting times for examinations

6.1 **The awarding bodies' published starting time for all morning examinations is 9.00am and 1.30pm for all afternoon examinations.** These are known as the morning and afternoon sessions. These times are the UK times (either GMT or BST as appropriate) current on the examination date. **Centres outside the UK must adjust their local starting times so that they begin at the same time as UK centres.**

NB The published starting times for CCEA examinations are 9.15am and 1.30pm.

Candidates must always be allowed the full amount of time as specified for the examination in the awarding body's published timetable.

Centres should refer to Section 21, *Candidates who arrive late*, for procedures relating to those candidates who arrive late for an examination.

6.2 The JCQ awarding bodies allow centres in the UK to start examinations up to 30 minutes earlier than, or later than, the published starting time for the session, without the need to complete any paperwork. Prior permission from an awarding body is not required.

Where this policy is followed, to avoid any possible breach of security, late arriving candidates or early departing candidates must be supervised as if the awarding body's published starting time had been in place.

6.3 To maintain the security of the question papers, all **candidates must start:**

a) **examinations scheduled for a morning session no earlier than 8.30am (8.45 CCEA examinations) and no later than 9.30am (9.45am CCEA examinations);**

b) **examinations scheduled for an afternoon session no earlier than 1.00pm and no later than 2.00pm;**

unless they are involved in arrangements as described in paragraph 7.2 or have a timetable clash - see paragraph 7.4.

6.4 **Candidates who take an examination earlier than the awarding body's published starting time must be kept under centre supervision (which the centre must arrange) until one hour after the published starting time for that examination.** Centres must ensure that question papers used by those candidates are kept in the centre's secure storage facility until one hour after the awarding body's published starting time for that examination.

6.5 **Candidates who take an examination later than the awarding body's published starting time must be kept under centre supervision (which the centre must arrange) from 30 minutes after the published starting time for that examination until they begin it.**

6.6 **For examinations that last less than one hour, candidates must be supervised and question papers must be kept in the centre's secure storage facility until the published finishing time of the examination.**

(For advice regarding examinations which last for less than an hour see Appendix 2.)

See also paragraphs 7.3, 7.4 and 7.5.

7 Timetable clashes

7.1 Centres must not vary the timetable if a timetabled examination clashes with any of the following:

a) work experience;

b) a school function or closure;

c) a field trip;

d) sporting events below international level;

e) holidays and weddings;

f) a candidate's personal arrangements;

Candidates must not be entered for the same subject at the same qualification level with more than one awarding body in the same series. Please see paragraph 5.6(g) of the JCQ document *General Regulations for Approved Centres*:

http://www.jcq.org.uk/exams-office/general-regulations

7.2 **In exceptional circumstances**, where the size of the cohort means that it is not possible for all candidates to sit the examination(s) at the same time, the centre may split the cohort into two groups. One group of candidates will sit the examination earlier than or later than the awarding body's published starting time.

The security of the examination(s) must always be maintained. Candidates must always be supervised in line with paragraph 7.5. There is no need to complete any paperwork and prior permission from an awarding body is not required.

7.3 If candidates are taking two or more examinations in a session and the total time is three hours or less, the centre may decide the order of the examinations within the timetabled session.

Candidates may also be given a supervised break of no more than twenty minutes between papers within a session. This must be conducted within the examination room, under formal examination conditions at all times*. This means that candidates cannot use this time to revise.

*For candidates with approved supervised rest breaks, the rest break may be conducted outside of the examination room, with the candidate being supervised at all times†.

†Where reference is made to supervised rest breaks, this is a supervised rest break as defined in section 5.1 of the JCQ document *Access Arrangements and Reasonable Adjustments.*

7.4 If candidates are taking two or more examinations timetabled for the same session and the total time is more than three hours including approved extra time allowances and/or supervised rest breaks†, the centre may conduct one examination in a later or earlier session within the same day. There is no need to complete any paperwork for this. Prior permission from an awarding body is not required.

The centre may determine the examination which is to be conducted in a later or earlier session within the same day.

†Where reference is made to supervised rest breaks, this is a supervised rest break as defined in section 5.1 of the JCQ document *Access Arrangements and Reasonable Adjustments.*

If the centre does this, the security of the examination must still be maintained. Candidates must be supervised in line with the requirements in points a) to d) below and in paragraph 7.5:

a) candidates who take an examination earlier than the awarding body's published starting time must be kept under centre supervision (which the centre must arrange) until one hour after the published starting time for that examination. Question papers used by those candidates must be kept in the centre's secure storage facility until one hour after the awarding body's published starting time for that examination;

b) for examinations that last less than one hour, candidates must be supervised and question papers must be kept in the centre's secure storage facility until the awarding body's published finishing time for that examination;

c) candidates who take an examination later than the awarding body's published starting time must be kept under centre supervision from 30 minutes after the published starting time for that examination until they begin it;

d) if some candidates take an examination in a different session from other candidates, the centre must seal all copies of the question paper used in the earlier session in an envelope and return them to the centre's secure storage facility.

7.5 'Centre supervision' means that a member of centre staff, or an invigilator, will always be in the same room as the candidate(s). Candidates may revise using their own resources whilst under centre supervision between examinations but must not:

a) be in possession of an electronic communication/storage device or have access to the internet;

b) have contact with any candidate who has sat the examination;

c) be coached by a member of centre staff.

AQA, OCR, Pearson and WJEC AS Further Mathematics, AS Mathematics, A-level Further Mathematics or A-level Mathematics examinations

Where a candidate has a timetable clash involving an AS Further Mathematics, AS Mathematics, A-level Further Mathematics or A-level Mathematics examination, a centre cannot move the examination to the morning session.

An AS Further Mathematics, AS Mathematics, A-level Further Mathematics or A-level Mathematics examination must always be sat in the published afternoon session as per the awarding body's timetable.

For further information please see the JCQ document *Timetable clashes involving an AS Further Mathematics, AS Mathematics, A-level Further Mathematics or A-level Mathematics examination* which may be found at:

https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations

8 Overnight supervision arrangements

Overnight supervision arrangements should only be applied as a last resort and once all other options have been exhausted. The head of centre must be satisfied with any arrangement for overnight supervision of a candidate where necessary and must accept full responsibility for the security of the examination throughout.

8.1 When candidates are entered for multiple examinations (three or more examinations) timetabled for the same day and the total duration for those papers is:

a) more than six hours for GCE examinations (AS, A2, A-level), including approved extra time allowances and/or supervised rest breaks†; or

b) more than five and a half hours for GCSE examinations, including approved extra time allowances and/or supervised rest breaks†;

candidates may, at the centre's discretion, be allowed to take an examination scheduled for the afternoon session the following morning, including Saturdays (see paragraph 8.5). Candidates are not allowed to take examinations on an earlier day than that scheduled on the timetable.

†Where reference is made to supervised rest breaks, this is a supervised rest break as defined in section 5.1 of the JCQ document *Access Arrangements and Reasonable Adjustments*.

NB These arrangements do not apply where a GCSE candidate has five and a half hours or less of examinations in one day or where a GCE AS or A-level candidate has six hours or less of examinations in one day.

8.2 Where a candidate takes an examination the following morning, **the centre must appoint a member of centre staff or an invigilator to supervise the candidate at all times while he/she is on the premises sitting examinations**. The candidate must be under centre supervision from 30 minutes after the awarding body's published starting time for the delayed examination and the centre must ensure there is no contact with other candidates.

The supervision of a candidate on journeys to and from the centre and overnight may be undertaken by the candidate's parent/carer or centre staff. The centre must determine a method of supervision which ensures the candidate's wellbeing.

8.3 The overnight supervision arrangements must ensure that the candidate does not have advance warning of the content of the examination deferred until the following morning. This means the candidate must not meet or communicate with anyone who may have knowledge of the content. This includes any form of electronic communication/storage device, e.g. telephone, email, internet and social media. It also extends to television and radio, which could report key details of the day's examinations.

8.4 The JCQ *Overnight Supervision and Overnight supervision declaration* forms must be completed before the overnight supervision is to commence. The JCQ *Overnight Supervision* form is completed online using the Centre Admin Portal (CAP) which can be accessed using any of the awarding bodies' secure extranet sites. The JCQ *Overnight supervision declaration* form is downloaded from the Centre Admin Portal (CAP) for signing by the candidate, the supervisor and the head of centre.

Guidance notes for the overnight supervision of candidates with a timetable variation may be found at:

https://www.jcq.org.uk/exams-office/online-forms/

The centre must:

a) **inform the parties involved that any infringement of the conditions governing overnight supervision arrangements may lead to the awarding body being unable to accept the script and/or the application of sanctions,** as detailed in the JCQ document *Suspected Malpractice: Policies and Procedures*:

http://www.jcq.org.uk/exams-office/malpractice;

b) be satisfied that the arrangements maintain the integrity and security of the examination;

c) keep all completed forms available for inspection until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later. Forms may be stored electronically or in hard copy paper format and must not be sent to an awarding body, unless specifically requested;

d) **inform the relevant awarding body immediately of any known or suspected contravention of the arrangements for overnight supervision of a candidate.**

The awarding body may use appropriate means to check that the conditions for overnight supervision have been adhered to and will take action if there is evidence of any contravention. This could lead to the disqualification of any candidates involved and could affect whether the awarding body would allow such concessions to be made in the future.

8.5 The centre must re-arrange any examination that cannot be taken in the scheduled afternoon session for the following morning. If an examination is deferred from Friday afternoon, it must be taken the following morning, i.e. Saturday morning.

8.6 If some candidates are allowed to take an examination on a later day than other candidates at the centre, all copies of the question paper used on the earlier day must be sealed in an envelope and returned to the centre's secure storage facility until all candidates at the centre have taken that examination.

9 Resources for examinations

9.1 Candidates may use resources such as anthologies, bilingual translation dictionaries and editions of set texts as set out in the instructions on the question paper.

9.2 Candidates must be given prior notice that they are responsible for bringing with them any materials needed for the examination.

If candidates have any unauthorised material in an examination (whether or not they intend to use it), this may be considered as malpractice. In such circumstances centres must refer to the JCQ document *Suspected Malpractice: Policies and Procedures, 1 September 2023 to 31 August 2024*:

http://www.jcq.org.uk/exams-office/malpractice

9.3 In examinations where resources are not shown on the question paper, or on the awarding body's stationery list (including those where calculators are not allowed) centres must warn candidates that taking a resource into an examination may be considered as malpractice in the same way as having any other unauthorised items.

9.4 For Art examinations, appropriate art materials and design media and technology must be provided by the centre.

10 Using calculators

10.1 In this section a calculator is defined as an electronic device whose primary purpose is to carry out mathematical calculations.

10.2 This is the published guidance on calculators unless specifically varied by an awarding body in a qualification specification.

10.3 The instructions on the question paper will say whether calculators are allowed or not. If the instructions do not include such a statement, calculators should be treated as standard equipment and may be used by candidates.

10.4 Where the use of a calculator is allowed, candidates are responsible for making sure that their calculators meet the awarding bodies' regulations.

10.5 Candidates must be told these regulations beforehand and be familiar with the *Information for candidates* documents.

10.6 During an examination a calculator must not be able to offer any of these facilities:

- **a)** language translators;
- **b)** symbolic algebra manipulation;
- **c)** symbolic differentiation or integration;
- **d)** communication with other machines or the internet.

10.7 During an examination a calculator must not give access to pre-stored information. This includes:

- **a)** databanks;
- **b)** dictionaries;
- **c)** mathematical formulae;
- **d)** text.

10.8 A calculator must not be borrowed from another candidate during an examination.

10.9 Some calculators have an 'exam mode'. This is acceptable in examinations where the exam mode is activated and the exam mode results in the calculator becoming compliant with the above requirements.

10.10 An invigilator may give a candidate a replacement calculator.

10.11 **Where access is permitted to a calculator for part of an examination, it is acceptable for candidates to place their calculators on the floor under their desks in sight of the invigilator(s) for the non-calculator portion of the examination.**

10.12 A series of FAQs on the use of calculators in examinations may be found at:

https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/

11 Accommodation

11.1 Centres must ensure appropriate accommodation exists to support the size of the cohorts they are teaching.

11.2 **Candidates must sit their examination(s) at the centre's registered address unless the centre is using an alternative site arrangement or has received permission from an awarding body for a transferred candidate arrangement.** (This is where a candidate transfers from one registered centre to another after the submission of examination entries. Information on transferred candidate arrangements may be found at:

https://www.jcq.org.uk/exams-office/online-forms/)

Alternative sites for the conduct of examinations

11.3 Where it is intended that an examination for any candidate(s) will be conducted at an address other than the centre's registered address, e.g.

- **a)** a hospital which is a non-registered centre;
- **b)** the candidate's home;
- **c)** a local church hall;
- **d)** a local community hall;
- **e)** a local sports hall;
- **f)** another building owned by the centre which is situated at a different location from the centre's registered address;
- **g)** the centre operates as part of a consortium at Borough/County level or through a Multi-Academy Trust and can transport question papers and other examination material in a secure manner to another local centre within 90 minutes of the awarding body's published starting time for the examination;

the centre must notify the JCQ Centre Inspection Service by submitting the JCQ *Alternative Site form* online, using the Centre Admin Portal (CAP), **no later than six weeks before the start of the examination series.** The Centre Admin Portal (CAP) can be accessed via any of the awarding bodies' secure extranet sites.

The address of the alternative examination venue, the dates it is to be used and the maximum number of candidates likely to be involved must be given.

The accompanying guidance notes must be read before completing the online form:

https://www.jcq.org.uk/exams-office/online-forms/

Question papers must:

- **a) be kept in the centre's secure storage facility at the centre's registered address,** approved by the JCQ Centre Inspection Service, **until 90 minutes before the awarding body's published starting time for the examination;**
- **b) be taken to the alternative examination venue by a member of centre staff;**
- **c) be transported to the alternative examination venue, securely packaged and always kept under secure conditions,** within 90 minutes of the awarding body's published starting time for the examination.

The head of centre remains accountable for ensuring that the examination will be conducted at the alternative site in accordance with this document.

The examination room

For on-screen tests, centres must refer to Appendix 1, Section 6.

11.4 Any room in which an examination is held must provide candidates with appropriate conditions for taking the examination. The centre must pay attention to conditions such as heating, lighting, ventilation and noise, whether internal or external, intermittent or continuous.

11.5 Timed Art examinations, timetabled CCEA Science Practical examinations and WJEC GCE A2 Science Practical examinations must be held under conditions that will give all candidates the chance to carry out their tasks and to display their true levels of attainment in the subject concerned.

11.6 Display material (such as maps, diagrams, wall charts and projected images) which might be helpful to candidates must not be visible in the examination room. Care must be taken with examinations conducted in classrooms, laboratories or libraries.

11.7 **A reliable clock (analogue and/or digital) must be visible to each candidate in the examination room** and must be big enough for all candidates to be able to read clearly.

The clock must show the actual time.

Countdown and 'count up' clocks are not permissible.

> Centres must carry out regular checks in advance of the examinations to make sure all clocks used in the examination room are in good working order and show the same time.

11.8 A board/flipchart/whiteboard should be visible to all candidates showing the:

a) centre number, subject title and paper number; and

b) the actual starting and finishing times, and date, of each examination.

11.9 **The seating arrangements must prevent candidates from overlooking (intentionally or otherwise) the work of others. The minimum distance in all directions from centre to centre of candidates' chairs must be 1.25 metres.**

11.10 Wherever possible, for timetabled examinations:

a) all candidates should face in the same direction;

b) each candidate should have a separate desk or table big enough to hold question papers, maps (as appropriate) and answer booklets. Candidates who are not working at individual desks must be far enough apart so that their work cannot be seen by, and contact cannot be made with other candidates;

c) candidates who are working on a drawing board set on an easel or other non-horizontal surface must be arranged in an inward-facing circle or in some similar pattern.

11.11 Where centres are using screened booths for GCE and GCSE MFL Listening examinations or for candidates awarded readers, scribes or word processors, the invigilator(s) must always be able to see the candidates. Additionally, candidates must not be able to overhear or distract one another.

11.12 Candidates should normally be seated in candidate number order.

11.13 The centre must create a seating plan that shows the exact position of each candidate in the examination room. Any changes made to seating arrangements during the examination must be noted on the seating plan. The seating plan must be available to an awarding body upon request.

11.14 Candidates with access arrangements must be identified on the seating plans that are held as part of the centre records.

11.15 Another written external examination may be held in the examination room at the same time, so long as it does not cause any disturbance.

11.16 Internal school tests and mock examinations cannot take place in the same room when an external examination is being conducted. The room can only be used for conducting an awarding body's examination.

Formal examination conditions must always be maintained for candidates taking external examinations.

A room becomes a 'designated examination room' as soon as exams office staff begin to check and prepare it to ensure compliance with Section 11 of these *Instructions.*

As soon as preparation for the examination begins, no other activity can take place in that room. Candidates must not be allowed into the room at this stage. Once preparation of the room is complete, candidates can enter the room, under supervised conditions, to start their examination.

The room remains a 'designated examination room' until all candidates have left and all materials such as candidates' scripts, question papers and resource materials have been removed from the room.

Adequate time must be allowed for the set up and clearing of the room before and after the scheduled examination time. Throughout this period the room remains 'designated' and cannot be used for any other activity. Centres will need to determine what constitutes 'adequate time' to meet their individual needs. This will be influenced by factors such as the size of the room and the number and nature of the examinations being conducted.

At all other times the room may be used for alternative purposes. For example, coaching sessions, revision sessions, internal school tests and mock examinations.

11.17 The JCQ *Warning to candidates* poster (Appendix 4) and the JCQ *Unauthorised items* poster (Appendix 7) must be displayed in a prominent place outside each examination room.

This may either be a hard copy A3 paper version of the poster, in either black and white or colour, or a projection of the poster onto a wall or screen for all candidates to see.

Any candidate suffering from, or suspected of suffering from, an infectious or contagious disease must take the examination in a separate room where these *Instructions* can be applied.

The candidate's script must be kept separate from other scripts.

The script must not be despatched until advice has been sought from the awarding body.

12 Invigilation arrangements

It is the responsibility of the head of centre to ensure that invigilators are appropriately trained in their duties.

12.1 Invigilators are the people in examination rooms responsible for conducting examinations in the presence of the candidates. CCTV cannot be used for the purposes of invigilation. **Invigilators have a key role in upholding the integrity of the external examination/ assessment process.** The role of the invigilator is to ensure that the examination is conducted according to these *Instructions* in order to:

- **a)** ensure all candidates have an equal opportunity to demonstrate their abilities;
- **b)** ensure the security of the examination materials before, during and after the examination;
- **c)** prevent possible candidate malpractice;
- **d)** prevent possible administrative failures.

12.2 Centres must make sure that invigilators know what is expected of them. Invigilators must be made aware of the *Checklist for invigilators (for written examinations)*:

https://www.jcq.org.uk/exams-office/ice-instructions-for-conducting-examinations/jcq-invigilator-checklist-2/

12.3 Centres must provide thorough training on these current regulations for any new invigilators and those facilitating an access arrangement for a candidate under examination conditions. The existing invigilation team must be made aware of any changes.

Centres must ensure that the testing of invigilators' competence and their understanding of these regulations is rigorous. This must also extend to those facilitating an access arrangement.

A record of the content of the training given to invigilators and those facilitating an access arrangement for a candidate under examination conditions must be available for inspection and retained on file until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

12.4 When contracting supply staff to act as invigilators the head of centre must ensure that such persons are competent and fully trained, understanding what is and what is not permissible. An assurance from a recruitment agency, for example, would not on its own be sufficient.

12.5 An invigilator must be asked to declare whether he/she has invigilated previously and whether he/she has any current maladministration/malpractice sanctions applied to them. This will allow the head of centre to be satisfied that the person is a competent invigilator of examinations. As good practice, centres should consider devising a standard template which each invigilator is required to complete.

12.6 The head of centre, a senior member of centre staff, such as an Assistant Headteacher, or the exams officer must:

- **a)** ensure that this document is available to invigilators in the main examination hall/ room(s) either as an electronic copy accessible via a laptop or tablet or a printed paper copy;
- **b)** ensure that the examination is conducted as follows:
  - at least one invigilator must be present for each group of 30 candidates or fewer sitting timetabled written examinations;

- at least one invigilator must be present for each group of 20 candidates or fewer sitting timed Art examinations, timetabled CCEA Science practical examinations or WJEC GCE A2 Science practical examinations;
- **invigilators may be changed during the examination, as long as the number of invigilators present in the examination room does not fall below the required number;**
- when one invigilator is present, he or she must be able to get help easily, without leaving the examination room and without disturbing the candidates. **An invigilator is only allowed a mobile phone in the examination room for this specific purpose.** The mobile phone must be kept on silent mode. This will also apply where the invigilator is additionally acting as a practical assistant, a reader and/or a scribe;

c) ensure that all invigilators are suitably qualified and experienced adults who must not be current students at the centre. Although centres may decide who is suitably qualified and experienced, any relative, friend or peer of a candidate in the examination room must not be the sole invigilator;

d) ensure that, wherever possible, a teacher, a teaching assistant, a tutor or a senior member of centre staff who teaches the subject being examined or a Learning Support Assistant who has supported one or more candidates, is not an invigilator during the examination. In exceptional circumstances, a teaching assistant or a Learning Support Assistant, who has supported one or more candidates in the room, may act as an invigilator. However, they must not be the sole invigilator. Where a candidate with a particular need is accommodated in another room and their allocated teaching assistant or Learning Support Assistant must act as the invigilator, another invigilator will be required;

This section was amended on 19 January 2024. In exceptional circumstances, a teaching assistant or a Learning Support Assistant who has supported a candidate may act as an invigilator. However, they must not be the sole invigilator.

e) keep signed records of the seating plan, the invigilation arrangements and the centre's copies of the attendance registers for each examination. The awarding bodies may need to refer to these records. The centre must keep them until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later. The deadlines for GCE and GCSE examinations are stated in the JCQ document: *Post-Results Services, Information and guidance to centres*:

http://www.jcq.org.uk/exams-office/post-results-services

12.7 Invigilators must:

a) be familiar with these *Instructions;*

b) give all their attention to conducting the examination properly;

c) always be able to see each candidate in the examination room;

d) be familiar with the JCQ *Warning to candidates*, JCQ *Information for candidates* and the JCQ *Unauthorised items poster*, (see Appendices 4, 5, 6 and 7) and any specific instructions relating to the subject(s) being examined;

e) **inform the exams officer or head of centre if they have any concerns regarding the security of the question papers.** (In such cases, the head of centre must inform the awarding body immediately and send JCQ Form M2.)

12.8 Invigilators must not carry out any other non-examination related tasks in the examination room. **This also extends to reading the question paper.**

12.9 Timed Art examinations will normally be invigilated by an Art and Design teacher. However, as the Art and Design teacher may be required to give technical assistance to an individual candidate, additional invigilators should be deployed at the head of centre's discretion to ensure the supervision of candidates is always maintained.

12.10 In CCEA Science Practical examinations it is essential that a teacher of the subject is present in the examination room at the start of the examination (and as necessary after that) to deal with any technical difficulties that may arise, including matters of safety.

Additional arrangements for invigilating on-screen tests can be found in Appendix 1.

13 Invigilation arrangements for candidates with access arrangements

Where the invigilator additionally acts as a practical assistant, a reader and/or a scribe, as in paragraphs 13.2 to 13.4, the centre must additionally use a 'roving' invigilator. The 'roving' invigilator will enter the room at regular intervals to observe the conducting of the examination, ensure all relevant rules are being adhered to and to support the practical assistant/reader and/or scribe in maintaining the integrity of the examination.

Language Modifier

13.1 Wherever possible the candidate and the Language Modifier should be accommodated in another room.

A separate Language Modifier and invigilator must be available for each candidate. The invigilator must listen carefully and observe the conduct of the Language Modifier throughout the duration of the examination. The invigilator must countersign the cover sheet ensuring that it accurately reflects the actions of the Language Modifier during the examination.

Practical assistant

13.2 Candidates using a practical assistant may need to be accommodated in another room.

Where the candidate and practical assistant are accommodated in another room, on a one-to-one basis, the invigilator may additionally act as the practical assistant.

The practical assistant must be made aware, prior to the examination, of the task(s) he/she will be performing as specifically approved by the awarding body.

Where a group of candidates are accommodated in the same room, each with their own practical assistant, a separate invigilator will be required.

Computer reader/reader

13.3 The centre is responsible for ensuring that the candidate and reader cannot be overheard by, or distract other candidates. (This will also apply if the candidate uses a computer reader.)

Where the candidate and reader are accommodated in another room, on a one-to-one basis, the invigilator may additionally act as the reader.

Where candidates only require occasional words or phrases to be read, three or four candidates may share one reader. The candidate will need to put up their hand or use a prompt card when he/she needs help with reading. If the group is accommodated in another room, a separate invigilator will be required.

Where a group of candidates are accommodated in the same room, each with their own reader, a separate invigilator will be required.

Scribe/speech recognition technology

13.4 The centre is responsible for ensuring that the candidate and scribe cannot be overheard by, or distract other candidates. (This will also apply if the candidate uses speech recognition technology.)

Normally, the candidate and scribe will be accommodated in another room. Where the candidate and scribe are accommodated in another room, on a one-to-one basis, the invigilator may additionally act as the scribe.

Where a group of candidates are accommodated in the same room, each with their own scribe, a separate invigilator will be required.

Communication Professional

13.5 Candidates requiring the use of a Communication Professional may need to be accommodated in another room, in which case a separate invigilator will be required.

Where a group of candidates are accommodated in the same room, each with their own Communication Professional, a separate invigilator will be required.

General principles for invigilating candidates with access arrangements

13.6 Where a person is appointed to facilitate an access arrangement, i.e.

a) a Communication Professional;

b) a Language Modifier;

c) a practical assistant;

d) a prompter;

e) a reader; or

f) a scribe;

he/she is responsible to the exams officer and must be acceptable to the head of centre.

The person appointed must not normally be the candidate's own subject teacher, Learning Support Assistant or teaching assistant. Where the candidate's own subject teacher, Learning Support Assistant or teaching assistant is used, a separate invigilator must always be present.

The person appointed must not be a relative, friend or peer of the candidate. A private tutor cannot facilitate an access arrangement.

The head of centre must ensure that the person appointed is a responsible adult, is appropriately trained and fully understands the rules of the access arrangement(s).

It is not acceptable for a centre to use a Year 12 or Year 13 candidate to facilitate an access arrangement.

Invigilators and those acting as a Communication Professional, a Language Modifier, a practical assistant, a prompter, a reader or a scribe must fully understand the respective role and what is and what is not permissible in the examination room (see section 12).

Additionally, exam officers must ensure that those acting as:

a) a Communication Professional;

b) a Language Modifier;

c) a practical assistant; or

d) a scribe;

are provided with the appropriate cover sheet prior to the examination commencing. This will enable the cover sheet to be completed during the examination and accurately reflect the activities performed by the Communication Professional, Language Modifier, practical assistant or scribe, as appropriate.

The invigilator may act as a prompter, a practical assistant, a reader and/or a scribe where the candidate is accommodated separately on a one-to-one basis.

If the prompter is also acting as a Language Modifier, a separate invigilator will be required.

14 Access arrangements

14.1 The following arrangements may be provided to a candidate at the time of his/her examinations without prior approval:

- amplification equipment;
- braillers;
- closed circuit television (CCTV);
- coloured overlays;
- low vision aid/magnifier;
- optical character reader (OCR) scanners.

Bilingual translation dictionaries

14.2 A bilingual translation dictionary must:

a) only be used in examinations by a candidate whose first language is not English, Irish or Welsh; and

b) reflect the candidate's normal way of working within the centre.

14.3 Unless an awarding body's specification says otherwise, a bilingual translation dictionary may be used in GCE AS, A2 and A-level examinations.

A bilingual translation dictionary must not however be used in the following GCE and GCSE examinations:

a) English/English Language examinations;

b) Irish or Welsh Language examinations; or

c) Modern Foreign Language examinations testing one of the languages of the dictionary or a similar language, for example a Portuguese dictionary in a Spanish examination.

*Additionally, due to the assessment of Spelling, Punctuation and Grammar, a bilingual dictionary must not be used in:

a) GCSE English Literature examinations;

b) GCSE Geography examinations;

c) GCSE History examinations;

d) GCSE Religious Studies examinations†; and

e) GCSE Welsh Literature examinations.

*This is not applicable to CCEA GCSE examinations.

†A bilingual dictionary may be used in Component 3 of the Eduqas GCSE Religious Studies specification.

14.4 A standard bilingual translation dictionary must be used by the candidate. This may be an electronic bilingual translation dictionary or more typically a hard copy paper bilingual translation dictionary.

Monolingual dictionaries (which define words and phrases), translators (including web-based translators), wordlists or glossaries must not be used.

14.5 The bilingual translation dictionary must not:

a) contain/display pictures; or

b) provide an explanation or clarification of words and phrases.

As an example, a Polish to English bilingual translation dictionary must simply be the word in Polish and the equivalent word in English.

14.6 Bilingual translation dictionaries to be used in the examination must be:

a) held in the centre under secure conditions; and

b) thoroughly checked to ensure that no unauthorised information such as notes, or revision data, have been enclosed within or written on the pages of the dictionary.

A candidate using a bilingual translation dictionary which contains notes or revision data will lose their marks and their right to this arrangement.

14.7 Translation of either examination material or the candidate's answers into or from the candidate's first language is not permitted.

14.8 The regulations for the use of bilingual translation dictionaries must be adhered to; failure to do so can lead to the disqualification of the candidate.

Bilingual translation dictionary and 25% extra time

14.9 For the use of a bilingual translation dictionary and 25% extra time, centres must refer to the JCQ document *Access Arrangements and Reasonable Adjustments 1 September 2023 to 31 August 2024*:

http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration

Colour naming by the invigilator for candidates who are colour blind

14.10 This arrangement will not be permitted where the ability to identify specific colours forms part of the assessment objectives.

No other information or explanation can be given to the candidate. If the candidate has been using a colour chart, he or she will be permitted to do so in written examinations or practical examinations.

Where coloured images are included in a question paper, but do not form part of the assessment objectives and are not specifically testing the candidate's knowledge and understanding of the paper, the centre may photocopy the question paper into black and white (up to 90 minutes before the awarding body's published starting time for the examination) where considered beneficial to the candidate.

Prompter

14.11 A prompter may be permitted by the SENCo where a candidate has little or no sense of time, or loses concentration easily, or is affected by an obsessive-compulsive disorder which leads them to keep revisiting a question rather than moving onto other questions.

14.12 A prompter is a responsible adult who may sit beside the candidate in order to keep him or her focused on the need to answer a question and then move on to answering the next question.

14.13 A prompter is not a practical assistant, a reader or a scribe but the same person may act as such, provided permission has been given for any of these arrangements.

14.14 The prompter is responsible to the exams officer and additionally must be a person acceptable to the head of centre.

14.15 The prompter must not normally be the candidate's own subject teacher, Learning Support Assistant or teaching assistant and must not be a relative, friend or peer of the candidate. A private tutor cannot act as a prompter for the candidate.

14.16 A prompter:

a) may use the following prompts either vocally or written on a flash card such as: 'Jack - focus on the question'; 'Jack - there are 15 minutes left';

b) may tap on the desk or on the candidate's arm, depending on what is normal practice, to remind the candidate that he or she must pay attention to the question or that it is time for the candidate to move on to the next question;

c) may use the candidate's name as an appropriate prompt during the examination in order to bring the candidate's attention back to the question paper, e.g. 'Jack';

d) must abide by the regulations since failure to do so could lead to the disqualification of the candidate;

e) must not advise the candidate about which questions to do, or about the order in which questions should be answered;

f) must not give factual help or offer any suggestions or communicate in any way other than those listed above.

Read aloud and/or an examination reading pen

14.17 The arrangement, as permitted by the SENCo, must reflect the candidate's normal way of working in internal school tests and mock examinations.

A permitted examination reading pen, provided by the centre, must not have an in-built dictionary or thesaurus, or a data storage facility.

A candidate using an examination reading pen may be accommodated within the main examination hall. However, the candidate must use headphones plugged into the examination reading pen.

Alternative rooming arrangements, e.g. a room for a smaller group of candidates with similar needs (formerly known as separate invigilation)

14.18 A candidate may only take their examinations in a smaller environment away from the main examination room where he/she has an established difficulty – see section 5.16 of the JCQ document *Access Arrangements and Reasonable Adjustments 1 September 2023 to 31 August 2024*:

http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration

Where candidates sit their examinations in a smaller environment away from the main examination room, the regulations and guidance within this document must always be adhered to. This is particularly so in relation to accommodation and invigilation arrangements (see sections 11 and 12).

Braille transcript

14.19 Manual braillers will require transcription into print. Braille scripts must be transcribed by the centre.

The Braille transcript must be:

a) produced by a member of the centre's staff, which may include the candidate's subject teacher, who is fully competent in the Braille code for the subject concerned;

b) an exact copy of the candidate's Braille script which is made after the examination has taken place and without the participation of the candidate. The transcriber must not insert or omit any words, nor alter their order. Spellings and technical terms must not be corrected.

A Braille transcript cover sheet (Form 5) must be:

a) printed from the JCQ website:

https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/forms

b) inserted inside the candidate's transcript. The candidate's Braille script must also be despatched to the examiner/awarding body.

The production of the Braille transcript must not delay the despatch of other scripts to the awarding body/examiner. Additional information must not be sent to the awarding body/examiner.

Word processors (computers, laptops and tablets)

14.20 Centres can provide a word processor (e.g. computer, laptop or tablet), with the spelling and grammar check/predictive text disabled, to a candidate where it is their normal way of working within the centre, unless an awarding body's specification says otherwise. For example, where the curriculum is delivered electronically and the centre provides word processors to all candidates. This also includes an electronic brailler or a tablet.

14.21 Tablets are designed to run for a long period of time once fully charged. Their purpose is to be 'free-standing'.

The battery capacity of a laptop or a tablet must be checked before the candidate's examination(s) and the centre must ensure that the battery is sufficiently charged for the entire duration of the examination.

The use of a fully-charged laptop or tablet will allow centres to seat a candidate within the main examination hall without the need for separate invigilation and power points.

14.22 Candidates must be reminded to ensure that their centre number, candidate number and the unit/component code appear on each page as a header or footer: e.g. 12345/8001 – 6391/01.

If a candidate is using the software application Notepad or Wordpad these do not allow for the insertion of a header or footer. In these instances, once the candidate has completed the examination and printed off his/her typed script, he/she must handwrite their details as a header or footer. The candidate must be supervised to ensure that he/she is solely performing this task and not re-reading their answers or amending their work in any way.

14.23 Each page of the typed script must be numbered, e.g. page 1 of 6.

14.24 Invigilators must remind candidates to save their work at regular intervals. Alternatively, an IT technician can set up 'autosave' on each laptop/tablet. This will ensure that if there is a complication or technical issue, the candidate's work is not lost.

> To make marking easier for examiners, candidates should use a minimum font size of 12pt and double spacing.

14.25 A word processor:

- **a)** must be used as a typewriter, not as a database, although standard formatting software is acceptable;
- **b)** must have been cleared of any previously stored data, as must any portable storage medium used. **An unauthorised memory stick must not be used by a candidate.** When needed, the centre must provide a memory stick, which is cleared of any previously stored data, to the candidate;
- **c)** must be in good working order at the time of the examination;
- **d)** must be accommodated in such a way that other candidates are not disturbed and cannot read the screen. Where a candidate using a word processor is accommodated in another room, a separate invigilator will be required;
- **e)** must either be connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium. This must be done after the examination is over. **The candidate must be present to verify that the work printed is his or her own.** Word processed scripts must be attached to any answer booklet which contains some of the answers;
- **f)** must be used to produce scripts under secure conditions, otherwise they may be refused;
- **g)** must not be used to perform skills which are being assessed;
- **h)** must not give the candidate access to other applications such as a calculator (where prohibited in the examination), email, the Internet, social media sites, spreadsheets;

i) must not include graphic packages or computer aided design software unless permission has been given to use these;

j) must not have any predictive text software or an automatic spelling and grammar check enabled unless the candidate has been permitted a scribe or is using speech recognition technology (a scribe cover sheet must be completed), or the awarding body's specification permits the use of automatic spell checking;

k) must not include computer reading (text to speech) software unless the candidate has permission to use a computer reader;

l) must not include speech recognition technology unless the candidate has permission to use a scribe or relevant software;

m) must not be used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.

14.26 An awarding body may require a word processor cover sheet to be included with the candidate's typed script. Please refer to the relevant awarding body's instructions.

14.27 Centres may retain electronic copies of word-processed scripts. The electronic copy of a word-processed script may be accepted by an awarding body where the printed copy has been lost. However, the centre would need to demonstrate to the awarding body that the file has been kept securely. The head of centre would be required to confirm this in writing to the awarding body.

15 Contingency planning

15.1 The qualification regulators, awarding bodies and government departments responsible for education have prepared and agreed information for schools and colleges in the event of examinations being seriously disrupted. This jointly agreed information will ensure consistency of response in the event of major disruption to the examinations system affecting significant numbers of candidates.

Further information may be found at:

https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland

15.2 In addition, awarding bodies have their own well-established contingency plans in place to respond to disruptions. It is important that exam officers who are facing disruption liaise directly with the relevant awarding body/bodies.

15.3 All centres must have a written examination contingency plan which covers all aspects of examination administration. This will allow members of the senior leadership team to act immediately in the event of an emergency or where the head of centre, examinations officer or SENCo is absent at a critical stage of the examination cycle. The examination contingency plan should reinforce procedures in the event of the centre being unavailable for examinations owing to an unforeseen emergency.

All relevant centre staff must be familiar with the examination contingency plan. Consideration should be given as to how these arrangements will be communicated to candidates, parents and staff should disruption to examinations occur.

15.4 In the event that the head of centre decides the centre cannot be opened for scheduled examinations, the relevant awarding body must be informed as soon as possible. Awarding bodies will be able to offer advice regarding the alternative arrangements for conducting examinations that may be available and the options for candidates who have not been able to take scheduled examinations.

15.5 The awarding bodies will designate 'contingency sessions' for examinations, summer 2024. This is consistent with the qualification regulators' document *Exam system contingency plan: England, Wales and Northern Ireland*:

https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland

The designation of 'contingency sessions' within the common examination timetable is in the event of national or significant local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations.

In the event of national disruption to a day of examinations in summer 2024, the awarding bodies will liaise with the qualification regulators and government departments to agree the most appropriate option for managing the impact. As a last resort the affected examinations will be rescheduled. Although every effort would be taken to keep the impact to a minimum, it is possible that there could be more than one timetable date affected following the disruption, up to and including the last contingency day. Centres will be alerted if it is agreed to reschedule the examinations and the affected candidates will be expected to make themselves available in such circumstances. The decision regarding the rescheduling of examinations will always rest with the awarding body. The centre must conduct the examination on the scheduled date unless instructed to do otherwise by the awarding body.

Where candidates choose not to be available for the rescheduled examination(s) for reasons other than those covered by special consideration, they will not be eligible for enhanced grading arrangements. Centres must therefore ensure candidates and parents are aware of the contingency arrangements so that they take them into account when making their plans for the summer.

At the beginning of the examination

16 Identifying candidates

17 The people present

18 Question papers, stationery, materials and other equipment

19 Starting the examination

16 Identifying candidates

16.1 Invigilators must establish the identity of all candidates sitting examinations.

The head of centre must make sure that appropriate arrangements are in place so that invigilators can carry out adequate checks on the identity of all candidates.

Senior members of centre staff, such as an Assistant Headteacher, who have been authorised by their head of centre may be present at the start of the examination to assist with the identification of candidates.

When identifying candidates, the attendance register should ideally be completed (see section 22).

16.2 A private/external candidate or a transferred candidate who is not known to the school or college must show photographic documentary evidence to prove that he/she is the same person who entered/registered for the examination/assessment, e.g. a passport or photographic driving licence.

16.3 Where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate should be approached by a member of staff of the same gender and taken to a private room where they should be politely asked to remove the religious clothing for identification purposes. Centres must inform candidates in advance of this procedure and well before their first examination.

Once identification has been established, the candidate should replace, for example, their veil and proceed as normal to sit the examination.

16.4 Invigilators must be informed of those candidates with access arrangements and must be made aware of the access arrangement(s) awarded.

17 The people present

17.1 Senior members of centre staff approved by the head of centre, who have not taught the subject being examined, may be present at the start of the examination(s). This is to:

a) identify and settle candidates and instil discipline;

b) check that the candidates have been issued with the correct question papers for the day, date, time, subject, unit/component and tier of entry if appropriate;

c) check that the candidates have the necessary equipment and materials, i.e. calculators, preliminary material, anthologies or set texts where permitted;

d) start the examination.

Only those senior members of centre staff authorised by the head of centre to specifically perform the above tasks may be present in the examination room.

Senior members of centre staff must not provide advice and guidance on the examination. They must not comment on the question paper or give advice on which sections of the paper and which questions should be attempted.

17.2 The *Notice to centres – The people present in the examination room* (see Appendix 8) provides further guidance and clarity on the role of centre staff in the examination room, other than exam officers and invigilators. This Notice must be brought to the attention of all members of centre staff so that they are clear about their role in the examination room.

17.3 Only candidates sitting the examination/assessment must be present in the examination room while an examination is taking place.

17.4 Centre staff who are called upon to enter the examination room during the examination because a candidate has identified a possible problem which the invigilator is unable to resolve, such as a suspected error on the question paper, do not need prior authorisation from the head of centre. **If they leave the examination room, they may only take the question paper with them if they need to check a possible problem with the relevant awarding body.**

If the awarding body has not issued an erratum, then the instruction to candidates must be to answer the question as printed. Centre staff must not provide advice to candidates without the permission of the awarding body.

18 Question papers, stationery, materials and other equipment

18.1 To avoid potential breaches of security, care must be taken to ensure the correct question paper packets are opened.

A member of centre staff, additional to the person removing the question paper packets from secure storage, e.g. an invigilator, must check the day, date, time, subject, unit/component and tier of entry, if appropriate, immediately before a question paper packet is opened. This second pair of eyes check must be recorded.

One way of conducting the second pair of eyes check is to adopt an 'eyes and ears' approach. One person reads the information from the question paper packet to the second person. This addresses the risk that people read what they expect to see. The second person is more likely to hear if there is an issue with the day, date, time or paper.

Question papers must never be left unattended once they have been removed from the centre's secure storage facility.

18.2 Invigilators must take all reasonable steps to make sure that the following conditions are met:

a) The correct examination question papers have been placed face-up on candidates' desks as well as any other required materials. This includes modified papers and those on coloured paper.

b) The official examination stationery for the unit/component, e.g. answer booklets and additional answer sheets, must be issued to candidates. **No other stationery, including paper for rough work, can be provided.**

c) In a subject where there is an objective test or a personalised question paper, and individual pre-printed answer sheets are provided for each candidate, each individual answer sheet or personalised question paper must be given to the candidate whose name appears on it. Centres must check that the sheets relate to the subject and the unit/component concerned.

d) In the examination room candidates must not have access to items other than those stated in the instructions on the question paper, the stationery list or the specification for that subject.

Candidates must not be in possession of the following items:

- **AirPods;**
- **earphones/earbuds;**
- **iPods;**
- **mobile phones;**
- **MP3/4 players or similar devices;**
- **watches.**

This means that:

- ideally, all unauthorised items are left outside of the examination room;
- any pencil cases taken into the examination room must be see-through;
- any unauthorised items that have been taken into the examination room must be placed out of reach of the candidates (and not under their desks) before the examination starts. This will normally be at the front of the examination room or a similar arrangement that enables the invigilator to control access to the items.

e) Following the invigilator's announcement (see Appendix 3) any mobile phones or other unauthorised items in the candidates' possession must be handed to the invigilator prior to the examination starting. This also includes watches.

f) If candidates have access to unauthorised items in the examination room this may be considered as malpractice. They could be subject to penalties in accordance with the JCQ document *Suspected Malpractice: Policies and Procedures, 1 September 2023 to 31 August 2024*:

http://www.jcq.org.uk/exams-office/malpractice

g) Food and drink may be allowed in the examination room at the discretion of the head of centre. However, any food or drink brought into the examination room by the candidate or the centre must be free from packaging and all labels removed from drink containers. To enable invigilators to check these items quickly and efficiently:

- food brought into the examination room by the candidate must be free of packaging and in a transparent container;
- drink bottles must be transparent with all labels removed which would include transparent, reusable plastic bottles.

18.3 Timed Art examinations

For timed Art examinations, candidates may take into the examination room any preparatory supporting studies, work journals, notes or sketches which they have produced and which are to be submitted for assessment along with the work done during the timed test. Candidates may also take into the examination room the objects and materials which are required to set up a still-life group.

The invigilator must ensure that when candidates take preparatory supporting studies into the examination room, these are their own studies.

Timed Art examinations must be taken under formal examination conditions. Candidates are not permitted to listen to music.

19 Starting the examination

19.1 Candidates are under formal examination conditions from the moment they enter the room in which they will be taking their examination(s) until the point at which they are permitted to leave.

Any malpractice suspected or actual, from this point must be reported to the relevant awarding body.

Candidates must not talk to, attempt to communicate with or disturb other candidates once they have entered the examination room.

Candidates must not open the question paper until the examination begins.

19.2 Before candidates can start the examination, the invigilator must always:

- **a)** make sure that candidates are seated according to the set seating arrangements, see section 11 of these *Instructions;*
- **b)** tell the candidates that they must now follow the regulations of the examination;
- **c)** ask candidates to check that they have been given the correct question paper for the day, date, time, subject, unit/component and tier of entry, if appropriate;
- **d)** tell the candidates to read the instructions on the front of the question paper;
- **e)** check that candidates have all the materials they need for the examination;
- **f)** tell the candidates about any erratum notices;
- **g)** instruct candidates about emergency procedures;
- **h)** be aware of any access arrangements being provided to candidates they are invigilating.

19.3 Invigilators must also give candidates the following information before the examination. Suggested optional wording for invigilators to use for this is provided in Appendix 3.

Candidates must:

- **a)** hand in their mobile phones and any other unauthorised items if they have not already done so. This is their final chance. Failure to do so may lead to disqualification;
- **b)** write clearly and in black ink;
- **c)** write their name, surname, (except for CCEA examinations), centre number, candidate number and unit or component code or paper details on their answer booklet(s) and on any additional answer sheet(s) used; (Candidates must only do this when the invigilator's announcement is made.)
- **d)** fill in any other details as necessary;
- **e)** do all work, including rough work, on examination stationery unless otherwise stated;
- **f)** write answers in the designated sections of the answer booklet;
- **g)** neatly cross through any rough work but not make it totally illegible, as it will be forwarded to the examiner;
- **h)** do any rough work for multiple-choice papers in the question booklet.

> As candidates complete the details on their answer booklet, invigilators should move around the exam room ensuring that this is being done.

Candidates must not use:

a) correcting pens, fluid or tape;

b) erasable pens;

c) highlighter pens in answers (although they may be used to highlight questions, words or phrases within the question paper or question/answer booklet. Candidates may also use a highlighter pen to highlight extracts in any resource material provided);

d) gel pens in answers;

e) blotting paper.

19.4 The invigilator may read the question paper rubric (the instructions on the front of the question paper) to the candidates.

19.5 The invigilator must:

a) announce clearly to the candidates when they may complete the details on their answer booklet;

b) announce clearly to the candidates when they may begin to write their answers. **The examination will formally start at this point;**

c) specify the time allowed for the paper(s);

d) remind candidates that they are not allowed to communicate in any way with, ask for help from or give help to another candidate while they are in the examination room;

e) remind candidates sitting timed Art examinations that the work produced during the timed test period must be their own, that they are not allowed to communicate in any way with, ask for help from or give help to another candidate while they are in the examination room; **(The timed Art examination must be carried out under formal examination conditions.)**

f) only answer questions from candidates about the instructions on the front of the question paper.

19.6 The invigilator must not:

a) direct candidates to particular questions or particular sections of the question paper;

b) make any comment where a candidate believes that there is an error or omission on the question paper. The invigilator must however, refer the matter immediately to the exams officer. The exams officer will then verify the error or omission with the relevant subject teacher before reporting the matter to the awarding body;

c) give any information to candidates about possible mistakes in the question paper, unless there is an erratum notice or permission has been given by the awarding body;

d) comment on the content of the question paper;

e) read a word or words printed on the question paper to a candidate, other than the instructions on the front cover;

f) re-phrase a question for a candidate;

g) explain any subject-specific or technical terms to a candidate;

h) offer any advice or comment on the work of a candidate;

i) give any indication of the time elapsed or remaining unless the candidate has been awarded a prompter. This also extends to where a question paper consists of distinct sections. (A five minute warning to candidates may only be given at the end of the examination.)

The invigilator must not undertake any of the above as they constitute malpractice.

During the examination

20 Supervising the candidates

21 Candidates who arrive late

22 Completing the attendance register

23 Leaving the examination room

24 Malpractice

25 Emergencies

20 Supervising the candidates

20.1 Invigilators must supervise the candidates throughout the whole time the examination is in progress, always giving their complete attention to this duty.

> Place invigilators at the front, back and sides of the room if possible.

20.2 Invigilators must be vigilant and remain aware of incidents or emerging situations, looking out for malpractice or candidates who, for example, may be feeling unwell or require a toilet break.

These incidents must be recorded on an incident log.

> Centres may wish to use the Exam Room Incident Log available on the JCQ website:
>
> **http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/exam-room-incident-log**

20.3 Invigilators are required to move around the examination room quietly and at frequent intervals.

20.4 During a practical examination, candidates may need to move around and spoken instructions may be necessary. These must be limited to those which are essential to achieve the objectives of the examination. However, all other regulations within this booklet apply.

21 Candidates who arrive late

21.1 A candidate who arrives after the start of the examination may be allowed to enter the examination room and sit the examination. This is entirely at the discretion of the centre.

21.2 A candidate who arrives late and is permitted by the centre to sit the examination, must be allowed the full time for the examination.

21.3 A candidate will be considered very late if he/she arrives:

a) more than one hour after the awarding body's published starting time for an examination which lasts one hour or more, i.e. after 10.00am for a morning examination or after 2.30pm for an afternoon examination;

b) after the awarding body's published finishing time for an examination that lasts less than one hour.

21.4 Where a candidate arrives very late for an examination centres must:

a) send the script to the awarding body/examiner in the normal way;

b) submit Form JCQ/VLA-Report on candidate admitted very late to examination room online, using the Centre Admin Portal (CAP), within seven days of the examination having taken place. The Centre Admin Portal can be accessed via any of the awarding bodies' secure extranet sites.

The accompanying guidance notes must be read before completing the online form:

https://www.jcq.org.uk/exams-office/online-forms/

Centres must provide the following information:

- the time the candidate came under centre staff supervision;
- the reason the candidate arrived late, including any details of special arrangements made for the candidate to reach the centre;
- the actual starting and finishing times of the examination;
- the time the candidate started the examination;
- the time the candidate finished the examination;
- any assurances that the candidate did not access and was not made aware of the paper's content prior to sitting the exam.

c) warn the candidate that the awarding body may not accept their script.

21.5 If a candidate arrives in the afternoon for a paper that had been re-arranged for a morning session, the candidate may be allowed to take the paper at the published time as long as he or she has not had any contact with candidates who sat the paper earlier.

The awarding body must be informed of the situation and will decide whether to accept the script.

Centres should note that there is no requirement to complete any paperwork for those candidates who arrive within one hour of the awarding body's published starting time for an examination which lasts an hour or more, i.e. candidates arriving between 9.00am and 10.00am for a morning examination or between 1.30pm and 2.30pm for an afternoon examination.

22 Completing the attendance register

22.1 Centres must pay close attention to the completion of the attendance register. Failure to do so will affect an awarding body's ability to deliver an accurate set of results.

22.2 The attendance register is a key part of the process of identifying candidates present in the examination room (see section 16).

22.3 Centres may record candidate attendance data for examinations through their MIS and produce a centre generated attendance register. Centres must submit attendance data but there is not a requirement for centres to use the paper attendance registers produced by the awarding bodies.

A centre generated attendance register must list:

- **a)** the centre number;
- **b)** paper details, including tier, and date of examination;
- **c)** candidate numbers and candidate names;
- **d)** whether candidates were present or absent for the examination.

For Pearson examinations, centres must continue to use the address label, found at the bottom of the attendance register, when despatching scripts.

22.4 The invigilator must:

- **a)** accurately complete the attendance register during the examination, in line with the awarding body's instructions, clearly indicating those candidates who are either present, absent or transferred;
- **b)** write on the attendance register the details of candidates who took the examination but are not shown on the register; (The exams officer must make formal entries to the awarding body as soon as possible, if this has not already been done.)
- **c)** cross through the numbers and names of candidates who have been officially withdrawn from a paper or a subject but who are still shown on the register.

22.5 The attendance register must have been completed before the end of the examination. This will ensure that a check can be made as the scripts are collected.

> Once candidates are seated and have started the examination, complete the attendance register. This will allow for the identification of absent candidates who can be contacted as to their whereabouts.

22.6 The centre must:

- **a)** brief invigilators on arrangements for transferred candidates (where relevant);
- **b)** keep a copy of the attendance register until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

23 Leaving the examination room

23.1 For examinations that last one hour or more, candidates must stay under centre supervision until 10.00am for a morning examination or 2.30pm for an afternoon examination, i.e. one hour after the awarding body's published starting time for that examination.

23.2 For examinations that last less than one hour, candidates must be supervised and question papers must be kept in secure storage until the published finishing time of the examination. (See also Appendix 2: *Advice regarding examinations which last for less than an hour.*)

23.3 Candidates who are allowed to leave the examination room temporarily must be accompanied by a member of centre staff. This must not be the candidate's subject teacher or a subject expert for the examination in question. Candidates may be allowed extra time at the discretion of the centre to compensate for their temporary absence.

23.4 Candidates who have finished the examination and have been allowed to leave the examination room early must hand in their script, question paper and any other material before they leave the examination room. Those candidates must not be allowed back into the room.

23.5 At the end of the examination, candidates must hand in their script, question paper and any other material before they leave the examination room.

23.6 Where examinations have been re-scheduled in a morning or afternoon session, or deferred to the following morning, for one or more candidates, the question papers must not be released to members of centre staff:

a) until the awarding body's published finishing time for the paper concerned; or

b) until all candidates within the centre have completed the paper concerned.

23.7 Scripts, question papers and any other material must not be removed from the examination room until all candidates have completed the examination.

In cases where an examination has been moved from an afternoon session to a morning session due to a timetable variation (see paragraph 7.4), the invigilator must collect all question papers and pass all copies to the exams officer for return to the centre's secure storage facility.

23.8 Upon completion of an on-demand BTEC examination, question papers must not be released to centre personnel and/or to candidates at any time. (This applies to both written and on-screen examinations.)

24 Malpractice

24.1 Where a candidate is being disruptive, the invigilator must warn the candidate that he/she may be removed from the examination room. The candidate must also be warned that the awarding body will be informed and may decide to penalise them, which could include disqualification.

The invigilator must record what has happened.

24.2 Wherever possible, the invigilator should remove and keep any unauthorised material that a candidate may have in the examination. If necessary, the invigilator should summon assistance.

24.3 The head of centre must report to the awarding body immediately all cases of suspected or actual malpractice in connection with the examination.

Form JCQ/M1 - *Report of suspected candidate malpractice* and/or Form JCQ/M2 – *Notification of suspected malpractice/maladministration involving centre staff* must be completed where appropriate:

http://www.jcq.org.uk/exams-office/malpractice

The head of centre has the authority to remove a candidate from the examination room but should only do so if the candidate would disrupt others by remaining in the room.

24.4 The head of centre has a duty to monitor and report potential malpractice by invigilators and centre staff to the awarding body immediately.

24.5 Where candidates commit malpractice, the awarding body may decide to penalise them, which could include disqualification.

Candidates should be warned of the possible penalties an awarding body may apply as detailed in the JCQ document *Suspected Malpractice: Policies and Procedures, 1 September 2023 to 31 August 2024*:

http://www.jcq.org.uk/exams-office/malpractice

24.6 In cases of suspected malpractice, examination scripts must be packed as normal (see section 28) and Form JCQ/M1 or Form JCQ/M2 must be submitted separately to the relevant awarding body.

25 Emergencies

25.1 When dealing with emergencies, staff must be aware of the centre's policy and, where appropriate, any instructions from relevant local or national agencies.

25.2 Centres must have a written centre policy for dealing with an emergency evacuation of the examination room, which will be subject to inspection by the JCQ Centre Inspection Service.

> A suggested emergency evacuation procedure for centres to use may be found on the JCQ website:
>
> **http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/centre-emergency-evacuation-procedure**

25.3 In an emergency such as a fire alarm or a bomb alert, the invigilator must take the following action:

- **a)** stop the candidates from writing;
- **b)** collect the attendance register (in order to ensure all candidates are present) and evacuate the examination room in line with the instructions given by the appropriate authority;
- **c)** advise candidates to leave all question papers and scripts in the examination room. Candidates must be advised to close their answer booklet;
- **d)** ensure the candidates leave the room in silence;
- **e)** ensure candidates are supervised as closely as possible while they are out of the examination room so that there is no discussion about the examination;
- **f)** make a note of the time of the interruption and how long it lasted;
- **g)** allow the candidates the remainder of the working time set for the examination once it resumes;
- **h)** if there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.

25.4 A full report of the incident must be produced and retained on file if required by an awarding body.

25.5 Any breach of question paper security or malpractice must be reported to the awarding body **immediately**.

25.6 As each incident will be different, advice must be sought from the relevant awarding body as soon as it is safe to do so. For example, where the centre is concerned about the security of the examination(s) or where candidates are unable to return to the building to complete the examination.

25.7 An online application for special consideration must be submitted to the relevant awarding body where candidates have been disadvantaged.

At the end of the examination

26 Finishing the examination

27 Collecting scripts

26 Finishing the examination

26.1 A five-minute warning to candidates before the end of the examination is permitted. However, this is at the centre's discretion. Where candidates have different finishing times, the centre must consider the impact of giving a warning.

26.2 At the end of the examination invigilators must:

a) tell candidates to stop working and remind them that they are still under examination conditions;

b) allow candidates who arrived late and were allowed the full working time to do their examination, to continue after the normal finishing time. Tell them to stop working after the full working time allowed has passed;

c) instruct candidates taking written examinations to:

- make sure they have put all the necessary information on their answer booklet and any additional answer sheets, e.g. candidate name, candidate number, centre number;
- make sure their answers are correctly numbered;
- make sure they have put any loose additional answer sheets inside the answer booklet. Paper clips or staples must not be used. Treasury tags should only be used if permitted by the awarding body marking the papers. For CCEA examinations, any loose additional answer sheets should be placed **behind** the script.

This section was amended on 19 January 2024. For CCEA examinations, any loose additional answer sheets should be placed behind the script.

26.3 Candidates granted extra time and/or supervised rest breaks should be allowed to carry on uninterrupted for the necessary additional time. Invigilators must be made aware in advance which candidates have been granted extra time and/or supervised rest breaks.

27 Collecting scripts

27.1 Invigilators must:

a) collect all the scripts/objective test sheets, question papers and any other materials before candidates are allowed to leave the examination room;

b) check that there is a script/objective test sheet for every candidate marked as present on the attendance register;

c) check that the names on the scripts match the details on the attendance register (all awarding bodies except CCEA);

d) put the scripts/objective test sheets in the order shown on the attendance register;

e) check that candidates have used their correct centre and candidate number;

f) give the scripts/objective test sheets to the person responsible for despatching them to the awarding body/examiner.

Exam office staff, including invigilators, must ensure scripts are handled securely at all times.

27.2 When checking that the candidate and centre information matches the details on the attendance register, if a discrepancy is identified the centre may correct the discrepancy or add to the information recorded by the candidate on the front of their answer booklet and/or on any supplementary sheets used. This should be restricted to the centre number, candidate number, candidate name or component/unit code. The correction should be counter-signed on the script. Centres must not alter any other details on the candidate's script.

27.3 Scripts are confidential between candidates and the awarding body. They may not be read or photocopied before they are sent to the awarding body/examiner, unless the awarding body has stated otherwise.

27.4 Centres must ensure that scripts are always kept in the secure room until as close to the collection time as possible. Script packages must not be left unattended at the collection area.

After the examination

28 Packing scripts

29 Sending scripts

30 Unused stationery

31 Releasing question papers

28 Packing scripts

28.1 Centres must:

a) check that they have enough large plastic envelopes to despatch all the scripts. Contact the relevant awarding body if more will be needed;

b) use the plastic envelopes provided by the appropriate awarding body regardless of the number of scripts that need to be despatched;

c) ensure that every script or objective test sheet from the examination has been included. Scripts for each unit/component must be packed in a separate plastic envelope;

d) ensure that all scripts/objective test sheets for a unit/component are collected together, including those for any candidates who have been accommodated separately;

e) enclose the relevant attendance register(s) with the scripts or objective test sheets. Scripts and objective test sheets must be in the same order as candidates appear on the attendance register. The attendance register must still be completed and sent even when there are no scripts due to all candidates being absent or withdrawn;

f) ensure cover sheets accompany scripts where appropriate, for example where a candidate has used a scribe. The cover sheet must be placed inside the script. For CCEA examinations, the cover sheet must be placed **behind** the script.

This section was amended on 19 January 2024. For CCEA examinations, any loose additional answer sheets should be placed behind the script.

g) use the pre-addressed labels provided by the awarding body. Ensure the correct label is used for each unit/component and that the most up-to-date label is always used – photocopied labels must not be used;

h) always use only one label per package;

i) always use the whole address label, stick it securely to the largest face of the package and ensure it is flat and crease free. The address label must be visible and legible;

j) fasten envelopes securely, but do not use staples, string or tape.

28.2 Centres must not:

a) include anything other than the examination scripts and the attendance register(s);

b) identify the centre in any way to the examiner (for example, through compliment slips or franking machines), in order to ensure the marking process is anonymous;

c) combine packages, even where scripts for more than one examination are going to the same address. If there are too many scripts from one examination to fit into one envelope, the awarding body will send extra address labels so that the scripts can be split into separate packages;

d) overfill packages as they may split open during transit;

e) write on labels or alter them in any way.

29 Sending scripts

29.1 Centres must:

a) despatch scripts and accompanying attendance registers to the address provided on the same day of the examination wherever possible;

b) ensure that any scripts that cannot be despatched on the scheduled day of the examination are despatched no later than the next working day;

c) retain scripts in the centre's secure room if kept within the centre overnight.

29.2 Centres should try to despatch scripts from the morning and afternoon sessions of Friday 24 May 2024 that afternoon. If this is not possible, scripts must be retained in the secure room and be despatched as early as possible on Tuesday 28 May 2024.

29.3 Where there is a window for delivering an examination, centres must make sure that all scripts are despatched by the end of that period.

29.4 Centres not involved in the secure despatch of exam scripts service:

a) must obtain proof of postage/despatch for each packet of scripts, which must be retained on the centre's files until the results are published, in case of loss or damage. (Proof of postage will provide evidence that the candidates' scripts have left the centre. This will indicate that the scripts were written at the appointed time and that, should the scripts not be received by the awarding body/examiner, then special consideration may be possible.)

30 Unused stationery

b) must use a method of despatch which is reliable and ensures prompt delivery.

30.1 The invigilator must:

a) collect all unused stationery in the examination room;

b) check it for any loose sheets which candidates may have missed;

c) return it to the exams officer.

30.2 The exams officer must:

a) return unused stationery to the secure storage facility or secure room until needed for a future examination. Surplus stationery must not be used for internal school tests, mock examinations and non-examination assessments;

b) destroy confidentially any out-of-date stationery.

31 Releasing question papers

31.1 Question papers must not be released to centre personnel until after the awarding body's published finishing time for the examination or, in the case of a timetable variation, until all candidates within the centre have completed the examination.

For CCEA examinations, question papers must not be released until 24 hours after the published finishing time for the examination.

Appendices

Appendix 1 Instructions for conducting on-screen tests

Appendix 2 Advice regarding examinations which last for less than an hour

Appendix 3 Suggested wording for the invigilator's announcement at the beginning of written examinations

Appendix 4 Warning to candidates

Appendix 5 Information for candidates for written examinations

Appendix 6 Information for candidates for on-screen tests

Appendix 7 Unauthorised items poster

Appendix 8 Notice to centres: The people present in the examination room

Appendix 1 Instructions for conducting on-screen tests 1 September 2023 to 31 August 2024

1 Introduction

Centres must be authorised by the relevant awarding body to offer on-screen tests. They must ensure that they meet the arrangements detailed in this booklet and have the expertise to access, administer and support the test/examination.

2 Security

In addition to the requirements set out in section 4 of the *Instructions*, the following instructions apply to all confidential materials relating to the administration and delivery of on-screen tests.

2.1 Centres must have the relevant software installed to administer the tests and demonstrate that the appropriate security systems are in place to prevent unauthorised access to the test/examination materials.

2.2 Electronic test/examination materials must always be stored securely.

2.3 The test/examination materials must only be accessed in accordance with the awarding body's subject-specific instructions.

2.4 Candidate test password information must be stored securely and only given to candidates at the time of the examination. Different passwords must be set up for each session, if more than one session is required. It is not sufficient to rely on candidates keeping their passwords secret.

2.5 **The invigilator must check the identity of each candidate and ensure that the correct ID and password are issued.** The candidate is responsible for inputting their ID and password, and for ensuring that the name of the test and their details are correct. If the information presented to the candidate is incorrect, they must notify the invigilator and cancel out of the examination before starting. The invigilator must give the candidate the correct ID and password to access their examination. If a candidate sits an examination in another candidate's name (whether or not it is intentional), this may constitute malpractice.

2.6 Confidential material (including discarded printouts) must be kept secure throughout the examination window (i.e. the range of dates within which the unit/component must be conducted).

2.7 Centres must maintain the confidentiality of candidate responses and candidate details.

2.8 Centres must have appropriate security systems and procedures in place to prevent candidates using computers/laptops in examinations having unauthorised external communication with other users of computers/laptops.

3 Timetabling of tests

3.1 For examinations which are timetabled, test sessions must take place according to the awarding body's timetable and will be restricted to the scheduled period.

3.2 Centres will need to plan and set up the sessions before the examination date, taking into account that access to the tests will be restricted to the test window by the software.

3.3 Centres must inform candidates which session and room they should attend.

3.4 Requirements for the supervision of candidates will differ between tests. Centres must always refer to the appropriate awarding body's subject-specific instructions.

3.5 Where a test is on-demand, once the candidate has completed his or her test, there is no reason for the candidate to remain within the examination room.

4 Use of calculators

The requirements set out in section 10 of the *Instructions*, apply to all on-screen tests unless stated otherwise in the appropriate awarding body's subject-specific instructions.

5 Resources

5.1 Centres must ensure that sufficient work stations are available, including at least one replacement computer and printers where required. The equipment must be fit for purpose, meet the awarding body's minimum technical specifications and must be checked by a competent person before use.

5.2 Centres should consider using one work station as a 'control centre'. This must be monitored by an invigilator or a member of the centre's IT support team.

5.3 If more than one test is being conducted at the same time, centres should consider using an additional 'control centre'. (Please note that this is a requirement for AQA on-screen tests.)

5.4 There must be appropriate policies and procedures in place to:

a) protect the network and the security of the hardware and software which is used to deliver on-screen tests;

b) hold candidate responses.

5.5 The centre's management of the secure test environment in which on-screen tests operate must be robust.

> Ensure stocks of toner, ink and paper are sufficient to meet the demands of the on-screen test where required.

5.6 You must display the following JCQ notices outside the examination room:

a) Unauthorised items poster (A3 version);

b) Warning to candidates (A3 version).

5.7 Individual computers should show the time left for the test to run. If not, a clock must be visible to all candidates. The centre number, start and finish times must be displayed prominently.

> Care should be taken to ensure that the clock displays on individual computers are accurate and synchronised for examination purposes.

6 Accommodation

6.1 Centres must ensure an appropriate assessment environment.

6.2 Where computers are used for assessment purposes, the head of centre is responsible for ensuring that health and safety laws are followed. Particular attention must be given to:

a) electrical safety;

b) environment, heat, light and ventilation;

c) user comfort and safety, such as the position of screens, wrist rests, foot rests, chairs, adjustable tables, copyholders and computer screens on adjustable arms.

6.3 The arrangement of workstations and the position of the invigilator's desk must facilitate detection of any unauthorised activity by candidates, for example communication with others or use of unauthorised reference material.

6.4 The layout of the room for on-screen tests cannot be specifically defined since there will be several solutions to organising work stations within the space available. When planning the layout of the room, centres must consider the following limitations:

a) the distance between the screens as defined in section 6.5 below;

b) the division of the work space to allow any permitted additional materials to be used;

c) the use of booths, screens or partitions, whether temporary or permanent;

d) impact on invigilation requirements;

e) ratio of invigilators.

6.5 Each work station must be isolated by a minimum space of 1.25 metres measured from the nearest outer edge of one screen to the next, unless the monitors are positioned back to back or separated by dividers or protected by privacy screens.

6.6 Under certain circumstances 1.25 metres may prove to be an insufficient distance to prevent candidates seeing, intentionally or otherwise, the work of others. **The principal objective is to ensure that no candidate's work can be overseen by others. Appropriate steps must be taken to ensure that this can be achieved.**

6.7 Candidates should normally be seated in candidate number order. However, candidates permitted extra time should be seated where they will not be disturbed by candidates who have completed the test.

6.8 Candidates must not be permitted to change seats unless asked to do so by the invigilator.

Centres will need to decide how to accommodate large numbers of candidates. The following alternatives should be considered:

- seating candidates sitting the same test at alternate computers;
- seating a candidate next to someone entered for a different tier;
- seating a candidate next to someone entered for a different subject or unit/component;
- seating the candidates before handing out their confidential log-in details.

If confidential log-in details are placed at workstations before the candidates are seated, centres must check to ensure that candidates are seated correctly.

7 Invigilation arrangements

For on-screen tests, particularly those involving a large number of candidates and where more than one test is being conducted, it is recommended that a specialist invigilator is appointed. The specialist invigilator should have proven IT skills and experience in conducting on-screen tests, and be assisted by at least one other invigilator.

7.1 There must be at least one invigilator for each group of 20 or fewer candidates taking on-screen tests, unless an awarding body has given permission to do otherwise. This will, however, be dependent on the nature of the test and the layout of the room. Further invigilators should be employed at the exams officer's discretion to ensure that all candidates are always in view.

7.2 Technical help should be available throughout the test(s) in case of hardware/software problems and to assist with invigilation of the test.

7.3 **Candidates must not be in possession of the following items** – AirPods, earphones/earbuds, iPods, mobile phones, MP3/4 players or similar devices, and watches.

7.4 **Unless permitted by the awarding body's subject-specific instructions, there must be no access to:**

a) data stored on the hard drive;

b) email;

c) portable storage media, e.g. floppy disks, CDs, memory sticks;

d) pre-prepared templates;

e) the internet.

7.5 Centres must keep a signed record of the seating plan.

7.6 During a test, work stations may be networked and it may not be possible to avoid a group of candidates having to share access to a printer. Candidates must be closely supervised to ensure they only have access to their own work.

8 Emergencies

In dealing with emergencies staff must be aware of the centre's policy and, where appropriate, any instructions from relevant local or national agencies.

Where the integrity of the examination or the candidates' performance may have been affected, a report must be sent to the appropriate awarding body.

See also section 25 of the *Instructions.*

8.1 **Centres must ensure that candidates are closely supervised if an evacuation is necessary.**

8.2 You should refer to any software specific instructions to safeguard:[1]

BS17.1a the security of assessment content and responses (for example by pausing the test for all candidates and locking the assessment room which has been evacuated without closing down the software);

BS17.2.1 procedures for dealing with hardware, software and communication failures (which may affect individual workstations or the whole network) should normally allow the candidate(s) to continue the assessment session at a different workstation or at a later time, if necessary, without loss of working time. In extreme cases it may be preferable to provide a paper assessment;

BS17.3 procedures for re-starting an assessment after an unplanned break (i.e. an emergency or a technical failure) should ensure that the invigilator:

a) controls the re-start;

b) re-sets the timing, where necessary;

c) ensures that candidates can re-access their previous responses where this is technically feasible and permitted by the assessment regulations.

[1] This document takes account of BS ISO/IEC 23988:2007 which is the British Standard Code of Practice for the use of information technology in the delivery of assessments.

9 Finishing the examination

9.1 Centres must ensure that all candidates' work is saved and secure from unauthorised access.

9.2 All other examination material, including copies of candidates' work, additional printouts and question papers must be collected by the invigilator and stored in a secure place.

9.3 Any common user areas accessible to candidates must be cleared of all work saved during the examination immediately after each session.

9.4 Candidates' user areas must be removed at the end of the examination window or after each session if feasible. Whichever strategy is adopted, centres must ensure that the user areas of those candidates who have already sat the examination cannot be accessed by candidates who are scheduled to sit the examination in a later session within the window. Where networked stations are used, particular care should be taken to prevent work being accessible via shared folders.

9.5 Invigilators should be aware that work may need to be printed off outside the time allowed for the test. Candidates must not be prevented from doing so but must always be supervised.

9.6 Scrap paper used by candidates must be collected and destroyed.

9.7 Where required by an awarding body, the invigilator should check that all on-screen assessments have been uploaded to the awarding body.

Appendix 2 Advice regarding examinations which last for less than an hour

For examinations that last less than an hour there is a risk that the security will be compromised.

Paragraph 6.6 of these *Instructions* states:

For examinations that last less than one hour, candidates must be supervised and question papers must be kept in the centre's secure storage facility until the published finishing time of the examination.

Some examples: GCSE exams

1. Awarding body published starting time: 9.00am – 30-minute exam		
Centre start time	**Centre finish time**	**Candidates must be kept under centre supervision until**
8.30	9.00	9.30
8.45	9.15	9.30
9.00	9.30	9.30
9.15	9.45	9.30*

*Although earlier than the centre's finish time, a candidate could technically leave the examination room at 9.30am as this would be the awarding body's published finishing time for the examination.

2. Awarding body published starting time: 9.00am – 40-minute exam		
Centre start time	**Centre finish time**	**Candidates must be kept under centre supervision until**
8.30	9.10	9.40
8.45	9.25	9.40
9.00	9.40	9.40
9.15	9.55	9.40*

*Although earlier than the centre's finish time, a candidate could technically leave the examination room at 9.40am as this would be the awarding body's published finishing time for the examination.

3. Awarding body published starting time: 1.30pm – 30-minute exam		
Centre start time	**Centre finish time**	**Candidates must be kept under centre supervision until**
1.00	1.30	2.00
1.15	1.45	2.00
1.30	2.00	2.00
1.45	2.15	2.00*

*Although earlier than the centre's finish time, a candidate could technically leave the examination room at 2.00pm as this would be the awarding body's published finishing time for the examination.

4. Awarding body published starting time: 1.30pm – 40-minute exam		
Centre start time	**Centre finish time**	**Candidates must be kept under centre supervision until**
1.00	1.40	2.10
1.15	1.55	2.10
1.30	2.10	2.10
1.45	2.25	2.10*

*Although earlier than the centre's finish time, a candidate could technically leave the examination room at 2.10pm as this would be the awarding body's published finishing time for the examination.

Candidates who take an examination later than the awarding body's published starting time must be kept under centre supervision from 30 minutes after the published starting time for that examination until they begin it. So candidates must be under centre supervision by no later than 9.30am for a morning examination and no later than 2.00pm for an afternoon examination.

Appendix 3 Suggested wording for the invigilator's announcement at the beginning of written examinations

Centres may wish to laminate copies of this announcement or alternatively digitally record it. If using a digital recording centres must consider alternative means of communication for candidates with a Hearing Impairment.

1. You must now follow the regulations of the examination.

2. Only material listed on the question paper is allowed in the exam room. You must not have on or near you any other material.

3. Check your pockets now. Check for things such as notes, books, papers, AirPods, earphones/earbuds, iPods, mobile phones and watches. If you have any unauthorised items in your possession, you must hand them in to an invigilator now. Failure to do so may lead to disqualification.

4. If you have a watch, hand it to an invigilator now.

5. (For examinations with books that are allowed, add: check that no notes or papers have accidentally been left inside any book you are allowed to have in the examination room and that you have the correct edition of the allowed set text(s).)

6. (For examinations where a calculator is allowed, add: make sure that the lid, case, or cover of your calculator does not have printed formulae or instructions and that you have cleared anything stored in the memory.)

7. Check that you have been given the correct paper for the day, date, time, subject, unit/component and tier.

8. Fill in all the details needed on the front of your answer book (or question paper) in black ink. Make sure you fill these details in on any additional answer sheets that you use. Do not write anything else and do not open the question paper until you are instructed that the exam has begun.

Pause to allow time for candidates to fill in the details

9. Read the instructions on the front of the question paper. (You may read these out to the candidates, if required.)

10. Check that you have all the materials you need for the exam.

Pause to allow time for queries

Tell the candidates about any erratum notices

11. Remember, you must write clearly and in black ink. You may use pencil for drawings and rough notes.

12. You must write in the designated sections of the answer booklet.

13. You must write all rough work in your answer book and neatly cross it through with a single line. (For multiple-choice papers, add: you must do any rough work in the question booklet.)

14. You must not use correcting pens, fluid or tape, erasable pens or blotting paper. You must not use highlighters or gel pens in your answers.

15. You must not communicate in any way with, ask for help from or give help to another candidate while you are in this exam room. You should put up your hand to attract the invigilator's attention.

16. If the fire alarm sounds, please remain seated and wait for instructions from the invigilator.

Tell the candidates when they may begin and how much time they have

Appendix 4

AQA	City & Guilds	CCEA	OCR	Pearson	WJEC

Warning to candidates

1. You **must** be on time for all your examinations.

2. **Possession of a mobile phone** or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the exam/qualification.

3. You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.

4. You **must** follow the instructions of the invigilator.

5. You **must not** sit an examination in the name of another candidate.

6. You **must not** become involved in any unfair or dishonest practice in any part of the examination.

7. If you are confused about anything, only speak to an invigilator.

The *Warning to candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.

Appendix 5 Information for candidates for written examinations – effective from 1 September 2023

This document has been written to help you. Read it carefully and follow the instructions.

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

A. Regulations – Make sure you understand the rules

1 Be on time for all your exams. If you are late, your work might not be accepted.

2 **Do not** become involved in any unfair or dishonest practice during the exam.

3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.

4 You **must not** take into the exam room:

(a) notes;

(b) an iPod, a mobile phone, a MP3/4 player or similar device, a watch, AirPods, earphones/earbuds.

Any pencil cases taken into the exam room **must** be see-through.

Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.

5 If you have a watch, the invigilator will ask you to hand it to them.

6 **Do not** use correcting pens, fluid or tape, erasable pens, highlighters or gel pens in your answers.

7 **Do not** talk to or try to communicate with, or disturb other candidates once the exam has started.

8 You **must not** write inappropriate, obscene or offensive material.

9 If you leave the exam room unaccompanied by an invigilator before the exam has finished, you **will not** be allowed to return.

10 **Do not** borrow anything from another candidate during the exam.

B. Information – Make sure you attend your exams and bring what you need

1 Know the dates and times of all your exams. Arrive at least ten minutes before the start of each exam.

2 If you arrive late for an exam, report to the invigilator running the exam.

3 If you arrive more than one hour after the published starting time for the exam, you may not be allowed to take it.

4 Only take into the exam room the pens, pencils, erasers and any other equipment which you need for the exam.

5 You **must** write clearly and in black ink. Coloured pencils or inks may only be used for diagrams, maps, charts, etc. unless the instructions printed on the front of the question paper state otherwise.

C. Calculators, dictionaries and computer spell-checkers

1 You may use a calculator unless you are told otherwise.

2 If you use a calculator:

(a) make sure it works properly; check that the batteries are working properly;

(b) clear anything stored in it;

(c) remove any parts such as cases, lids or covers which have printed instructions or formulae;

(d) do not bring into the exam room any operating instructions or prepared programs.

3 **Do not** use a dictionary or computer spell checker unless you are told otherwise.

D. Instructions during the exam

1 Always listen to the invigilator. Always follow their instructions.

2 Tell the invigilator at once if:

(a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;

(b) the question paper is incomplete or badly printed.

3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.

4 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. **Do not** open the question paper until you are instructed that the exam has begun.

5 Remember to write your answers within the designated sections of the answer booklet.

6 Do your rough work on the proper exam stationery. Cross it through and hand it in with your answers.

Make sure you add your candidate details to any additional answer sheets that you use, including those used for rough work.

E. Advice and assistance

1 If on the day of the exam you feel that your work may be affected by ill health or any other reason, tell the invigilator.

2 Put up your hand during the exam if:

(a) you have a problem and are in doubt about what you should do;

(b) you do not feel well;

(c) you need more paper.

3 You **must not** ask for, and will not be given, any explanation of the questions.

F. At the end of the exam

1 If you have used more than one answer booklet and/or any supplementary answer sheets, place them in the correct order.

Place any loose additional answer sheets inside your answer booklet. Make sure you add your candidate details to any additional answer sheets that you use. For CCEA examinations, any loose additional answer sheets should be placed **behind** your script.

This section was amended on 19 January 2024. For CCEA examinations, any loose additional answer sheets should be placed behind the script.

2 **Do not** leave the exam room until told to do so by the invigilator.

3 **Do not** take any stationery from the exam room. This includes the question paper, answer booklets used or unused, rough work or any other materials provided for the exam.

This information must be made available to all candidates in advance of their examination(s) for each series. It may be provided electronically to candidates or in hard copy paper format.

Appendix 6 Information for candidates for on-screen tests – effective from 1 September 2023

This document has been written to help you.
Read it carefully and follow the instructions.

If there is anything you do not understand ask your teacher.

A. Regulations – Make sure you understand the rules

1 Be on time for your on-screen test(s). If you are late, your work might not be accepted.

2 **Do not** become involved in any unfair or dishonest practice during the on-screen test.

3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.

4 Only take into the exam room the materials and equipment which are allowed.

5 You **must not** take into the exam room:

(a) notes;

(b) an iPod, a mobile phone, a MP3/4 player or similar device, a watch, AirPods, earphones/earbuds.

Unless you are told otherwise, you **must not** have access to:

(c) the internet, email, data stored on the hard drive, or portable storage media such as floppy disks, CDs and memory sticks;

(d) pre-prepared templates.

Remember: possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.

6 If you have a watch, the invigilator will ask you to hand it to them.

7 **Do not** talk to or try to communicate with or disturb other candidates once the on-screen test has started.

8 If you leave the exam room unaccompanied by an invigilator before the on-screen test has finished, you **will not** be allowed to return.

9 **Do not** borrow anything from another candidate during the on-screen test.

B. Information – Make sure you attend your on-screen test and bring what you need

1 Know the date and time of your on-screen test(s). Arrive at least ten minutes before the start of your on-screen test.

2 If you arrive late for an on-screen test, report to the invigilator running the test.

3 If you arrive more than one hour after the published starting time for the on-screen test, you may not be allowed to take it.

4 Your centre will inform you of any equipment which you may need for the on-screen test.

C. Calculators, dictionaries and computer spell-checkers

1 You may use a calculator unless you are told otherwise.

2 If you use a calculator:

(a) make sure it works properly; check that the batteries are working properly;

(b) clear anything stored in it;

(c) remove any parts such as cases, lids or covers which have printed instructions or formulae;

(d) do not bring into the examination room any operating instructions or prepared programs.

3 **Do not** use a dictionary or computer spell checker unless you are told otherwise.

D. Instructions during the on-screen test

1 Always listen to the invigilator. Always follow their instructions.

2 Tell the invigilator at once if:

(a) you have been entered for the wrong on-screen test;

(b) the on-screen test is in another candidate's name;

(c) you experience system delays or any other IT irregularities.

3 You may be given a question paper or the instructions may be on-screen. In either case, read carefully and follow the instructions. **Do not** open the question paper until you are instructed that the exam has begun.

E. Advice and assistance

1 If on the day of the on-screen test you feel that your work may be affected by ill health or any other reason, tell the invigilator.

2 Put up your hand during the on-screen test if:

(a) you have a problem with your computer and are in doubt about what you should do;

(b) you do not feel well.

3 You **must not** ask for, and will not be given, any explanation of the questions.

F. At the end of the on-screen test

1 Ensure that the software closes at the end of the on-screen test.

2 If you are required to print off work outside the time allowed for the on-screen test, ensure that you collect your own work. You **must not** share your work with other candidates. Make sure that another candidate does not collect your printout(s).

3 **Do not** leave the exam room until told to do so by the invigilator.

4 **Do not** take any stationery from the exam room. This includes rough work, printouts or any other materials provided for the on-screen test.

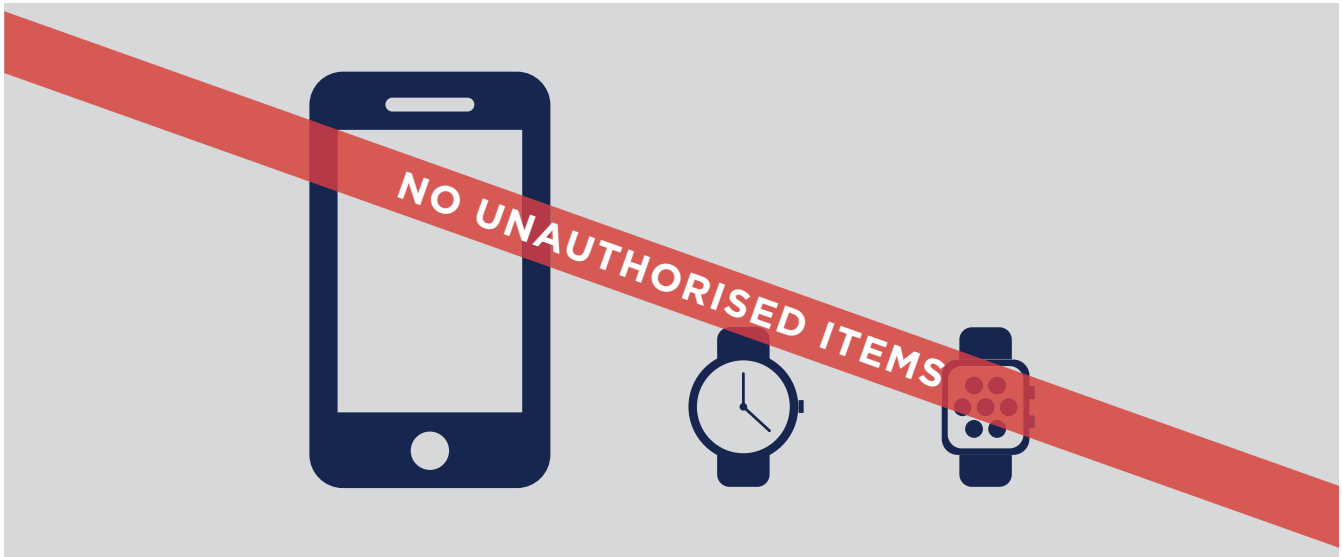
This information must be made available to all candidates in advance of their examination(s) for each series. It may be provided electronically to candidates or in hard copy paper format.

Appendix 7

AQA City & Guilds CCEA OCR Pearson WJEC

NO MOBILE PHONES
NO WATCHES

NO POTENTIAL TECHNOLOGICAL/WEB ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone or any watch, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

Appendix 8 Notice to centres: The people present in the examination room

Produced on behalf of AQA, City & Guilds, CCEA, OCR, Pearson and WJEC

The JCQ awarding bodies wish to provide further guidance and clarity on the role of centre staff in the examination room, other than exam officers and invigilators.

Section 17 of these *Instructions* provides clarity on who may be present in the examination room.

The head of centre has a duty to maintain the integrity of the examination and to ensure that fully trained invigilators are in place for examinations and on-screen tests.

Invigilators must have been trained to undertake their duties (see section 12 of these *Instructions*).

Rules relating to centre staff other than exams officers and invigilators

Senior members of centre staff approved by the head of centre, who have not taught the subject being examined, may be present at the start of the examination(s). When entering an examination room, the senior member of centre staff must identify themselves and their purpose for being there to the senior invigilator and/or exams officer.

Senior members of centre staff have a very clear role. Principally:

- to assist with the identification of candidates;
- to deal with any disciplinary matters;
- to check that candidates have been issued with the correct question paper for the day, date, time, subject, unit/component and tier of entry if appropriate;
- to check that candidates have the appropriate equipment and materials for the examination;
- to commence the examination.

Under no circumstances may members of centre staff:

- be present at the start of the examination and then sit and read the examination question paper before leaving the examination room;
- enter the examination room with the intention of accessing the examination question paper;
- have access to the examination question paper unless this is specifically requested by either the exams officer or an invigilator. For example, a possible printing error has been identified and, in the absence of an erratum notice, the exams officer needs this verified by the relevant subject teacher before reporting the issue to the awarding body;
- give any indication of their opinion of a question paper to candidates, verbally or otherwise, having been asked to inspect the content;
- communicate with candidates, (except in timed Art tests and timetabled CCEA and WJEC GCE A2 Science Practical examinations or where maintaining discipline in the examination room). This constraint extends to coaching candidates, reminding candidates which section(s) of the question paper to answer or which questions they should answer;
- enter the examination room and approach candidates, either to prompt them to make an attempt at the examination or to provide support and encouragement;
- enter the examination room and read candidates' scripts.

Support and encouragement may be offered at any point up until the time that candidates enter the examination room. From that moment onwards they are under formal examination conditions and the strict protocols must be adhered to.